***Grammar Revision***

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| **Present Simple and Present Continuous** |
| **We use the Present Simple:**  ⬧for routines and habits  I go to the bank twice a month. |
| ⬧for permanent situations  My friend works in a bank. |
| ⬧for facts  Water boils at 100o centigrade. |
| ⬧for timetables or fixed events in the future, that are usually beyond the speaker’s control:  The train leaves in 10 minutes. |
| **We use the Present Continuous:**  ⬧for actions happening now  I am working on my report at the moment.  ⬧for temporary actions or situations  I am staying with my friends till I find a new flat.  ⬧for changing or developing situations  The economic situation is getting worse in this country.  ⬧to talk about something that happens often and is unplanned or irritating (with always)  She is always grumbling and complaining.  ⬧to talk about future arrangements and plans:  I am leaving at four on the first flight to London. |

**Ex.1. Choose the correct variant.**

1. All the guides here speak/are speaking at least two foreign languages, because a lot of foreign tourists come/are coming every year.
2. Look! The meeting starts/is starting. We’d better go in.
3. I work/am working for Midmark, a firm that makes/is making medical equipment.
4. I go/am going to the supermarket. Do you want anything?
5. The train is arriving/arrives at 7 a.m.
6. They always make noise/are making noise next door.
7. Our meetings usually are starting/start at 4 p.m.
8. When a company is not successful, it is going/goes out of business.
9. I work/am working overtime this week.
10. Tom is a very reliable person, everybody is trusting/trusts him.
11. He usually is coming/comes to his office on time.
12. The sun is setting/sets in the West.
13. Great Britain becomes/is becoming more popular as a location for international business.
14. He earns/is earning over $ 20,000 a year.
15. People often spend/are spending a lot of their money on cigarettes.

**Ex.2. Complete these sentences using the correct form (Present Simple or Present Continuous) of the verbs in brackets.**

1. I never (work) at the weekend.
2. He (smoke) 30 cigarettes a day but at the moment he (try) very hard to cut down.
3. What you (think) about?
4. Business (become) more international and secretaries (need) international communication skills.
5. He (make) paper products.
6. The speaker (wait for) a telephone call.
7. The manager (check) the production levels every day.
8. They (sign) the contract in the conference room. Don’t trouble them.
9. Multinationals (compete) for a market share.
10. The express train always (arrive) on time.
11. The delegation (to come) at 5 p.m. tomorrow.
12. She (run) her own business.
13. I feel that we (make) too much noise.
14. The firm (specialize) in green tourism.
15. At present we (do) business with Japanese companies.

**Ex.3. True or false? Correct where necessary.**

1. Although we sometimes go to a restaurant, we usually are eating at home.
2. Most American families has at least one automobile.
3. I am usually going to the supermarket on Fridays.
4. My friend often go on business trips abroad.
5. Any businessman is wanting to make a profit.
6. Multinationals now operate in every sector of industry.
7. The largest bank in the country plans to close some of its branches.
8. The firm makes excellent progress this week.
9. My friend has collected necessary information about markets and now he establishes his own business.
10. The South is depending more on small businesses for jobs than on large corporations.
11. Women run 25 per cent of existing small businesses.
12. I can’t talk now. I make a report.
13. Due to expansion, we are looking for new business partners to join our company.

**Ex.4. Translate into English.**

1. Ця компанія виробляє найсучасніші телевізори.
2. Не заважай мені! Я працюю над перекладом економічної статті.
3. Транснаціональні корпорації працюють в багатьох країнах світу.
4. Мій брат займається малим бізнесом.
5. Економічна ситуація в країні впливає на розвиток бізнесу.
6. Багато європейських компаній торгують з Японією.
7. Зараз уряд намагається знизити ціни на продовольчі товари.
8. Мій приятель вивчає економіку.
9. Моя фірма зараз шукає нових партнерів по бізнесу.
10. Він заробляє $ 15, 000 на рік.
11. Мене не цікавить ваша пропозиція. Я розширюю свій власний бізнес.
12. Власники торгових підприємств зустрічаються завтра о 9 годині.
13. Ця фірма завжди надає якісні послуги.
14. Він немає ніякої уяви про те, як керувати підприємством.

***Grammar Revision***

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| **Past Simple and Past Continuous**  **We use the Past Simple:**  ⬧for events or actions in the past  In her youth she worked hard at English.  ⬧for events that happened one after another  I finished my translation and sat down to watch TV. |
| **We use the Past Continuous:**  ⬧for actions in progress in the past  I was doing the translation all afternoon.  ⬧for action that was in progress when another action happened. The second action is in the Past Simple.  When we came she was interviewing a new secretary. |
| ⬧for actions in progress at the same time in the past  The wind was blowing and it was raining heavily. |

**Ex.1. Choose the correct variant**

1. He became/was becoming a very rich man when he was just 25.
2. The weather was terrible, it rained/was raining the whole day.
3. While Maria was writing the report, Henry looked/was looking for more information.
4. At 7 o’clock this morning she studied/was studying.
5. The student was reading a magazine while the professor spoke/was speaking.
6. Henry ate/was eating a snack at midnight last night.
7. It snowed/was snowing heavily when he was waking up/woke up.
8. He often borrowed/was borrowing from me when we were students.
9. When he was young he was going/went swimming every Sunday.
10. When I was shopping in Richmond Street I saw/was seeing a car accident.
11. I talked/was talking to my boss when you rang.
12. Last year they were dividing/divided their business into two.

**Ex.2. Complete these sentences using the correct form (Past Simple or Past Continuous) of the verbs in brackets.**

1. While my brother (study) for his exam, I (translate) a newspaper article into Ukrainian.
2. Tom (write) a letter to his family when his pencil (break).
3. When I (clean) the house, I (find) some old letters.
4. The doorbell (ring) while I (have) a bath.
5. They (build) a new bank when I (be) there last year.
6. My friend (own) this company but the state (buy) it and (bring) into public sector.
7. I (phone) my parents when the door bell (ring).
8. We (not hear) the phone because we (sing).
9. During his visit to Switzerland he (go) skiing every weekend.
10. While he (watch) television he (hear) a loud cry for help.
11. They (establish) the company in the 1990s.
12. When the phone rang, I (talk) to a client.

**Ex.3. True or false? Correct where necessary.**

1. As a child I never was staying up later than ten o’clock.
2. He was probably working in the office when we rang.
3. She talked to someone on the phone when I came.
4. I tried to learn the rule while someone outside played the guitar.
5. French hypermarket companies were beginning their operations in the Spanish retail sector.
6. Public sector pay was rising by only 3 per cent last year.
7. Analysts predicted continued growth in the service sector last month.
8. Many people in the private sector were having to take very low pay increase last year.
9. With a degree in business studies, she was hoping to find work in a multinational corporation.
10. In an effort to improve its image, the company launched a new public relations campaign.

**Ex.4. Translate into English.**

1. Вони дивилися телевізійну програму, коли прийшла мати і розповіла їм багато цікавої інформації.
2. Англія закупила товарів на ₤ 2 мільйони в минулому місяці.
3. Він не виконав роботу вчасно і тому залишився в офісі після роботи.
4. Його родина приватизувала декілька великих магазинів нашого міста два роки тому.
5. Він припинив постачання обладнання для нашого заводу ще у минулому році.
6. Вона прилетіла в Київ о десятій годині ранку і одразу зателефонувала на фірму.
7. Поки вона вчилась на менеджера, вони ліквідували її фірму.
8. Коли вони почали розширювати свій бізнес, вона була володаркою власної корпорації.
9. Ми добре навчилися задовольняти потреби наших клієнтів, коли намагалися стати лідером у секторі послуг.
10. Коли він постачав вам сировинні матеріали, він переслідував свої власні інтереси.
11. Ми обговорювали наші плани щодо розширення бізнесу, коли зателефонував наш клієнт.
12. Я не знаю, хто заснував цю компанію.

***Grammar Revision***

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| **Present Perfect Simple**  **We use the Present Perfect Simple:**   * for the action or situation which is finished   We have painted the whole house.   * for recent actions or events in the past that have a result in the present   You have broken the window!   * for actions or situations that began in the past and continue in the present   Windsor Castle has been a royal residence since the 11th century.  **Time words or expressions which are often used with the Present Perfect Simple:**  for, since, just, already, yet, this morning (week), in the last few days, recently, lately/of late, never, ever, so far. |

**Ex.1. Look at the expressions in the box:**

1. **Divide them into those which talk about a present period and those which talk about a past period.**
2. **Choose 3 expressions from each list and write sentences about your own educational experience.**



**Ex.2. Choose the correct variant:**

1. He published/has published a new book twice already.
2. I never was/have been to Italy, but I have gone/went to England last May.
3. I sent /have sent them an E-mail this week.
4. Did you register/Have you registered your ticket yet?
5. The plane from Paris has landed/landed an hour ago.
6. How many schools did you study/have you studied in?
7. The shop never made/has made any money.
8. Did it stop/Has it stopped snowing yet?
9. He was/has been in his office since early morning.
10. Mary called/has called her employer yesterday.
11. I answered/have answered three letters so far.
12. She was/has been away on business since last Monday.

**Ex.3. Complete these sentences using the correct form (Past Simple or Present Perfect Simple) of the verbs in brackets.**

1. People (begin) to watch TV about 50 years ago.
2. I am looking for Tom. You (see) him?
3. I (see) him last week, but not today.
4. When I was a child, I never (eat) cheese.
5. He (organize) his sole proprietorship this year.
6. This morning I (take) a little walk.
7. We (be) to our main office since 7.30.
8. I (know) the owner of this company all my life.
9. The company (change) a lot lately.
10. It (not rain) here for weeks.
11. She (be) a regular investor in my business.
12. How long you (be) in your current job?
13. He (have) several jobs since he left our company.

**Ex.4. True or false? Correct where necessary.**

1. Your fax has arrived three days ago.
2. I haven’t been to the office since Sunday.
3. Has anyone seen my car keys?
4. I have passed my driving test.
5. I already had four cups of coffee today, and it’s only lunchtime!
6. I have been to most countries of Africa but I never visited Congo.
7. He has passed his exams last May.
8. He was busy all this week.
9. There is a lot of work to do recently.
10. Computers have become very important lately.
11. Don't worry about the order from Sony. I already dealt with it.
12. Over the last year or so, shareholders of this company made a 50% profit.

**Ex.5. Translate into English:**

1. Вона завжди давала мені багато корисних порад в бізнесі.
2. Ми не бачили його вже 2 роки.
3. Я щойно заплатив йому за цю роботу.
4. Я тільки що прочитав звіт наших партнерів.
5. Ви не одержали від нього жодного листа, чи не так?
6. Він надіслав нам ці документи позавчора.
7. Невже він повідомив вам цю новину?
8. У мене був вільний час і я продивився ваш контракт.
9. Твої друзі принесли тобі багато квітів і подарунків.
10. Його стаття була надрукована в нашому журналі.
11. Ми обговорили план співробітництва з цією фірмою дві години тому.
12. Вони інвестували в мій бізнес велику кількість грошей.

***Grammar Revision***

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| **Present Perfect Continuous**  **We use the Present Perfect Continuous:**   * to talk about actions or situations that began in the past and continue in the present   He has been working for Lloyds since 1998.   * to talk about a recent action that has a result in the present   I have been working on the project – that’s why I am so tired. |

**Ex.1. Choose the correct variant:**

1. He has developed /has been developing a new product for a month.
2. She has worked/has been working overtime since May.
3. My firm has sold/has been selling shares since September.
4. Have you read/have you been reading our company development programme all day?
5. I have waited/have been waiting for our partners since 2 o’clock.
6. I have worked/have been working so hard that I haven’t seen my family for weeks.
7. They have exhibited/have been exhibiting this new model since May.
8. My friend has looked/has been looking around for a new flat, but he hasn’t found it yet.
9. What new products have you advertised/have you been advertising since I last visited you?
10. How long have you worked/have you been working as a consultant?
11. I have tried/have been trying to ring them all day.
12. I have run/have been running the company since 2000.

**Ex.2. Complete these sentences using the correct form (Present Perfect Simple or Present Perfect Continuous) of the verbs in brackets.**

1. I’m exhausted I (work) all day on my business plan, and I (not finish) it yet.
2. I (shop) all morning, but I (not buy) anything yet. I haven’t seen anything I’ve liked.
3. I (wait) for two hours, but nobody (arrive) yet.
4. I (listen) to you for the past half an hour, but I’m afraid I don’t understand your new idea.
5. The company (not make) any money for 2 months.
6. This shop never (make) any profit.
7. He (not have) a holiday for years.
8. My friend (be) President of the holding company for 3 months now.
9. I (read) a lot of special literature lately.
10. The parent company (finance) its subsidiary for 2 months.
11. How long you (work) for them?
12. We have spoken to each other on the phone, but we never (meet).

**Ex.3. True or false? Correct where necessary.**

1. We have been thinking of ways to help our sister company for a week already.
2. Our President has decided to change the management structure last May.
3. We have been placing an advertisement in Accounting Journal this Month.
4. They have raised the prices for gas last week.
5. They have been expanding their business for 6 months.
6. We have bought more than half of the shares of this company last month.
7. I have prepared the annual report since early morning.
8. My uncle knows everything about finance. He has been working as a financial manager for 20 years.
9. I have been sending them a fax today.
10. My brother has quarrelled with his boss yesterday.
11. Bill is a natural salesman. He has been selling 10 cars since the beginning of the week.
12. I wonder how Mary is getting on. I haven't heard from her for nearly a month.

**Ex.4. Translate into English:**

1. Він ремонтує свою машину вже дві години.
2. Вони перекладають документи на англійську мову цілий ранок.
3. Ви п’єте дуже багато кави останнім часом.
4. Він працює в цій компанії 20 років і ніколи ще не запізнювався.
5. Клієнти телефонують цілий ранок. Щось трапилось з комп’ютером.
6. Мені здається, що я стою в цій черзі цілу вічність.
7. Президент компанії розглядає мою заяву вже тиждень. Я сподіваюсь на позитивну відповідь.
8. Я роблю покупки в цьому магазині вже 15 років.
9. Останнім часом виробничий сектор в Європі постійно зменшує кількість робочих місць.
10. Вони займаються модельним бізнесом разом вже 10 років.
11. Як давно ви працюєте над цим проектом?
12. Наше спальне підприємство щойно створене.

***Grammar Revision***

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| **Past Perfect Simple**  **We use the Past Perfect Simple**   * to talk about an action or event in the past that happened before another action in the past. The second action in the past is in the Past Simple   He had abandoned his business by the time I arrived in this city. |
| * to talk about an action or event in the past that happened before a definite time in the past.   I had never been to London until this year. |
| * to give a reason for a past event or action   He didn’t come because he had missed the train. |

**Ex.1. Choose the correct variant.**

1. He established/had established his business in 2001.
2. I was late for the company meeting because I missed/had missed the 6 o’clock bus.
3. She entered the University after she graduated/had graduated from the business school.
4. We arrived late at the stadium and the football match had started/started.
5. When we came back to the hall, the guests left/had left.
6. Her face was familiar, I met/had met her at the university before.
7. Most of the delegates arrived/had arrived by the time I got there.
8. The general manager reported that our company had/had had a successful year.
9. Before these two companies merged, their profit was/had been very low.
10. The plane left/had left when we arrived at the airport.
11. Did you manage to see your boss, or has he gone/had he gone by that time?
12. They were/had been our customers before we diversified our business.

**Ex.2. Complete these sentences using the correct form (Past Perfect Simple or Past Simple) of the verbs in brackets.**

1. He already (work) in business before he joined our company.
2. We (win) a controlling share of the company before they went out of business.
3. They just (start) their business when we worked out a programme of restructuring.
4. As soon as this company (be privatized) their expenditures increased.
5. After they (invest) in this business, our share prices went up.
6. They (decide) to work together and (form) a joint venture.
7. As soon as our business (expand) we began to buy shares in other companies.
8. Several years ago these two companies formed a joint venture but they (remain) separate legal entities.
9. The regulations (change) before we took over this company.
10. When they (make a bid) for a computer company they were ready to buy it at that price.
11. I couldn't get into the office because I (leave) my keys at home.
12. Our manager was in a very good mood because we (win) a profitable contract.

**Ex.3. True or false? Correct where necessary.**

1. We met many times and reached an agreement at last.
2. When had you heard about the takeover?
3. We decided to replace our equipment because it became old.
4. Before he became bankrupt he sold most of his shops.
5. We did a lot of work with our clients before the board of directors introduced new regulations.
6. The business had undergone major reorganization by the end of the year.
7. After we had introduced new technology our business had become more efficient and profitable.
8. Before he invested in this business he studied the financial statement carefully.
9. It had been one of the most reliable companies in the service sector.
10. He developed his business plan better than we had expected.
11. We finished our experiment by that time.

**Ex.4. Translate into English:**

1. Представник фірми вже підписав контракт, коли вони припинили постачання сировини.
2. Ми вже відправили звіт компанії, коли вона помітила деякі помилки.
3. Персонал компанії вже обрав нового президента, коли він зателефонував.
4. До того як ми з’єднали наші компанії, цей бізнес був збитковим.
5. До кінця минулого року вони вже створили декілька спільних підприємств.
6. До кінця вересня ціни зросли вдвічі.
7. Він запізнився на конференцію, тому що не встиг на перший автобус.
8. Вона вже завершила підготовку до щорічного звіту, коли менеджер викликав її у свій офіс.
9. Ми вже розпочали роботу над нашим спільним проектом, коли він залишив компанію.
10. Його бізнес став дуже прибутковим, коли він запросив нового консультанта.
11. Вчора я знайшов документ, який так довго шукав.
12. Ці дві компанії об’єдналися ще до того, як він придбав контрольний пакет акций.

***Grammar Revision***

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| **Past Perfect Continuous**  **We use the Past Perfect Continuous**   * to talk about an action which had been in progress before another   We often use it with **for** and **since**  I had been visiting this company for several weeks before they solved my problem. |

**Ex.1. Choose the correct variant.**

1. I had solved/had been solving this difficult problem for some time when he appeared.
2. By the time we got to the office they had negotiated/had been negotiating for 2 hours.
3. He had already written/had been writing lecture notes for some time when we rang him up.
4. They had looked/had been looking for some new information in the documents for two days before they found a mistake.
5. He had reported/had been reporting to the manager before he left the office.
6. He kept looking at her, wondering where he had been seeing/had seen her.
7. He had smoked/had been smoking for 10 years before he gave it up.
8. The telephone had rung/had been ringing for 3 minutes before I answered it.
9. When I came the Board of Directors had been discussing/had discussed this contract for an hour.
10. We had been finishing/had finished the discussion by 5 o’clock.
11. He didn’t sign the contract until he had been reading/had read every word.
12. When I left my last job, I worked/had been working there for 10 years.

**Ex.2. Complete these sentences using the correct form (Past Perfect Simple or Past Perfect Continuous) of the verbs in brackets.**

1. I (work) for the company for six years before I got a promotion.
2. He (live) in New York for 10 years when he decided to return to France.
3. I (read) the report before I left the office.
4. I (write) a letter to my partner when I heard this news.
5. He (fix) his car all day before he left for London.
6. The company (prepare) its annual report for a week when this event happened.
7. By the 1990’s they (build) their financial empire.
8. Most of the customers (leave) by the time our managing director got there.
9. He had been listening to our conversation and I wondered how much he (hear).
10. We were tired as we (work) since early morning.
11. She (not receive) any information until it was too late to do something.
12. I (look for) a new business partner for a month before I found him.

**Ex.3. True or false? Correct where necessary.**

1. Everyone had been spending time packing boxes before the company moved into a new office.
2. We were waiting for you for 2 hours before your secretary called.
3. I failed to speak to him as he had just been returning from his business trip to Italy.
4. I hadn’t finished the report by Monday although I was working at it since Wednesday.
5. When I telephoned my secretary she had gone out.
6. We had been finishing our experiment by the end of the year.
7. I had been studying the problem for a few days before I made a final decision.
8. How long were you doing business in Spain before you met my boss?
9. She was working in the Marketing department for 5 years before she became a good specialist.
10. He was working for this company for years before he could buy a house.
11. When the company went public, we were producing tourist equipment for 5 years.
12. Our lawyer studied the agreement for a week before we signed it.

**Ex.4. Translate into English:**

1. Вона розсердилася тому, що чекала на мене дуже довго.
2. Ми втомилися через те, що обговорювали наші фінансові плани декілька годин.
3. Вона працювала у відділі збуту рік, перш ніж отримала підвищення.
4. Голова правління проглядав пошту вже півгодини, коли задзвонив телефон.
5. Вона працювала в бібліотеці годинами, доки не написала цю доповідь.
6. Він деякий час уважно дивився на замовника, перш ніж підійти.
7. Він працював на цьому підприємстві 10 років, перш ніж став генеральним директором.
8. Керівник компанії 2 тижні обмірковував усі деталі угоди, перш ніж прийняти остаточне рішення.
9. Перш ніж стати клієнтом цієї туристичної фірми, він довго вибирав.
10. Вони довго збирали гроші, перш ніж замовити ці меблі.

***Grammar Revision***

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| **Present time (Present Simple, Present Continuous)** |

**Ex.1. Choose the correct variant.**

1. We are not working/we don’t work on Saturdays.
2. I am working/work in London this month.
3. Does he work/is he working on any special project at the moment?
4. How often are you visiting/do you visit stock exchange?
5. Our company sometimes employs/is employing foreign consultants.
6. Do you like/are you liking your team?
7. Which hotel are you staying/do you stay in whenever you come to Birmingham?
8. What sort of work does he do/is he doing? He works for MacDonalds.
9. Cars are becoming/become more and more expensive.
10. This badge shows/is showing your name, the company name and your job title.
11. He is having/has a highly paid job in the oil business.
12. Our phone doesn’t work/isn’t working at the moment.
13. He likes/is liking his job.
14. At the moment we discuss/are discussing a specific current project.

**Ex.2. Complete the sentences by putting the verb in brackets into the correct tense.**

1. He \_\_\_\_\_ some money at the moment until he starts university. (earn)
2. The shop \_\_\_\_ normally \_\_\_\_ open this late, but we are working different hours up to Christmas. (stay/not)
3. The man who makes no mistakes \_\_\_\_ usually \_\_\_\_\_ anything. (make/not)
4. The UK \_\_\_\_ more popular as a location for international business . (become)
5. The plane from New York \_\_\_\_ the airport. (circle)
6. I \_\_\_\_\_ about why he said such things. (think)
7. The currency rates always \_\_\_\_\_\_ so I advise you to wait until the value of the Euro goes up. (fluctuate)
8. Why \_\_\_\_\_ he \_\_\_\_\_ at this blank sheet of paper? (stare)
9. I \_\_\_\_\_\_ that we should do it ourselves. (agree)
10. I \_\_\_\_\_ in Kyiv at the moment but I am afraid I will have to leave soon. (live)
11. It \_\_\_\_\_ him $50 to buy food. (cost)
12. I always \_\_\_\_\_\_ the same point of view with my boss. (share)
13. All I need from you is good advice. I \_\_\_\_\_ you to help me financially. (expect/not)
14. Our company \_\_\_\_\_\_ several subsidiaries in Europe and \_\_\_\_\_ another one in London. (have, set up).

***Grammar Revision***

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| **Past time (Past Simple, Past Continuous, Past Perfect Simple, Past Perfect Continuous)** |

**Ex.1. Choose the correct variant:**

1. He decided to go to the office immediately when he remembered he \_\_\_\_\_\_\_ the door.

a) didn’t lock b) had not locked c) have not locked

1. He has tested four new machines since he \_\_\_\_\_\_\_\_ the company.

a) joined b) had joined c) has joined

1. When we installed the new equipment, it \_\_\_\_\_\_\_ already obsolete.

a) became b) had become c) has become

1. While we were seeking a new solution, they \_\_\_\_\_\_\_ everything to change our plans.

a) had done b) were doing c) did

1. When she took her driving test, she \_\_\_\_\_\_\_ about 10 driving lessons.

a) had had b) had c) was having

1. The hotel manager called the police when he discovered that a guest \_\_\_\_\_\_ without paying his bill.

a) left b) had left c) leaves

1. He \_\_\_\_\_\_\_ in the laboratory when you rang.

a) worked b) was working c) had worked

1. Phil \_\_\_\_\_\_ to someone on the phone as we walked in.

a) talked b) was talking c) had talked

1. I \_\_\_\_\_\_ the report since early morning when suddenly he came.

a) was reading b) had been reading c) read

1. We \_\_\_\_\_\_\_ the main office before we moved into it.

a) were reconstructing b) reconstructed c) had reconstructed

1. She always \_\_\_\_\_\_\_ formal clothes to work.

a) was wearing b) wore c) had been wearing

1. He \_\_\_\_\_\_\_ for 10 years at his telephone business, before he decided it was time for a change.

a) worked b) was working c) had been working

**Ex.2. Compete the sentences by putting the verb in brackets into the correct tense.**

1. He \_\_\_\_\_\_ in the USA for two years when he decided to buy a house. (live)
2. The telephone \_\_\_\_\_\_\_ when I was discussing this plan with my boss. (ring)
3. I \_\_\_\_\_ for their company from 1996 to 1998. (work)
4. I hardly \_\_\_\_\_\_ the office when it started to rain. (leave)
5. I \_\_\_\_\_ to London several times before 2000. (go)
6. We \_\_\_\_\_ the answer to that problem yet when he came. (find/not)
7. I haven’t seen him since he \_\_\_\_\_\_ working for our company. (stop)
8. They \_\_\_\_\_\_ so loudly that I could not hear his words. (talk)
9. As the equipment \_\_\_\_\_ we decided to replace it. (get old)
10. We \_\_\_\_\_\_ a lot of work with British suppliers when he bought the company. (do)
11. After she had spoken to the manager, she \_\_\_\_\_\_ the report. (write)
12. The conference was very interesting and it was obvious that all the speakers \_\_\_\_\_\_\_ their material very thoroughly. (prepare)

***Grammar Revision***

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| **Future time**  1. a) **Will** is used:   * for future facts   Our boss will celebrate his 50th anniversary this Sunday.   * to make predictions based on a personal opinion   The company won't survive this crisis.   * to make requests and offers   Will you help me to do the translation?  Don’t worry, I’ll help you with whatever needs doing. |
| * with promises, threats, refusals   I promise I’ll be there on time.  Our shop won’t give you your money back.   * for decisions made at the time of speaking   I know, I’ll get him a wallet for his birthday. |
| b) **Shall** is used in the interrogative form with  **I** and **We** to ask for and make suggestions or offers.  Shall we go to the Chinese restaurant?  I’ll make you a cup of tea, shall I? |
| 2. Be going to is used:   * to express plans or intentions   I’m going to do lots of work tonight.   * To make or ask for predictions in response to something which exists in the present situation   Look, that child is going to fall if she’s not careful! |
| 3. **Present Continuous** is used:   * To talk about events which are arranged for the future/fixed plans in the future   We’re not having the party on Sunday now, I’m afraid. |
| 4. **Present Simple** is used with future meaning when talking about timetables or programs of events  The train arrives at 4.15. |

**Ex.1. Choose the correct variant.**

1. This lesson ends/will end at 2 o’clock.
2. I’ll go/I’m going to go shopping this afternoon. Can I get you anything?
3. I’ll start/I’m going to start a new job next Monday.
4. I doubt he will apply/applies for this job.
5. Will you help/are you helping me to complete the application form?
6. I think I am going/I’ll go to London soon.
7. We are presenting/will present the new company structure next week.
8. When does the new shop open? It will open/opens officially on 1st September.
9. What am I going to do/shall I do if he is late?
10. Will you do/Are you doing anything on Sunday? We will go/are going shopping.
11. Don't worry about meeting. I support/will support you.
12. – I insist on seeing the manager.

– O.K., Sir. I am going/will go and call her.

**Ex.2. Complete these sentences using the correct form to express future meaning of the verbs in brackets.**

1. I \_\_\_\_\_\_ to Paris next week if I buy a ticket. (fly)
2. I \_\_\_\_\_ you the money tomorrow. (give)
3. Next winter holidays, I \_\_\_\_\_\_ with my granny in the village. (stay)
4. Have you heard the news? The company \_\_\_\_\_ to London. (move)
5. I \_\_\_\_\_\_ to the general manager on Monday. (go)
6. Our business trip starts tomorrow. We \_\_\_\_\_\_ at 10. (leave)
7. Next summer I \_\_\_\_\_\_ a week in the Crimea. (spend)
8. What time \_\_\_\_\_\_ the lecture \_\_\_\_\_? (begin)
9. I’m sure she \_\_\_\_\_ the job. She has a lot of experience. (get)
10. According to the timetable the bus \_\_\_\_\_ at 8.00. (arrive)
11. All the hotels are full. Where \_\_\_\_\_ we \_\_\_\_\_ the night? (spend)
12. I don’t think you \_\_\_\_\_ any problems at the airport. (have)
13. Our company \_\_\_\_\_ its 10th anniversary next year. (celebrate)
14. I think I \_\_\_\_\_\_ a promotion this spring. (get)
15. I \_\_\_\_\_ my bank manager tomorrow morning. (meet)
16. The football match \_\_\_\_\_\_ at 6 o’clock on Sunday. (start)
17. Look out! The ladder \_\_\_\_\_\_ . (fall)
18. He \_\_\_\_ to buy new furniture this year. (plan)

***Grammar Revision***

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| **Future Continuous, Future Perfect**  **We use the Future Continuous** to talk about:   * actions or events that will be in progress at a specific time in the future   This time next week I’ll be flying to London.   * something that will definitely happen in the future, either because it is already planned or because it is part of a normal routine   We’ll all be using the Internet in ten years’ time.  **We use the Future Perfect** to talk about actions or events that will be finished before a certain time in the future  I’ll have written the report by Sunday. |

**Ex.1. Choose the correct variant.**

1. I won’t have time to solve this problem tomorrow because I’ll be working/ I’ll have worked all morning.
2. The interviewers will be finishing/will have finished the selection of the best candidates for this job by 6 o’clock.
3. Don’t come to the office at eight because we won’t have arrived/we won’t be arriving by then.
4. This time next week I’ll be taking /I’ll have taken my entrance exams.
5. By the time I retire I’ll be working/ I’ll have worked here for thirty years.
6. Will you be using/will you have used your computer this evening?
7. I expect the meeting will be starting/will have started by the time we get to the conference hall.
8. We won’t have finished/ won’t be finishing this work by the end of the month.
9. By the time we get to the stadium, the game will be starting/will have started.
10. We’ll have held/we’ll be holding our annual meeting soon, so we can make a decision then.
11. We will make/will have made the last payment by the end of the month?
12. This time next week I'll attend/I'll be attending a seminar in London.

**Ex.2. Complete these sentences using the correct form to express future meaning of the verbs in brackets.**

1. Wait for me. I … ready in a moment. (be)
2. In ten years time I expect I … in this company. (work)
3. By the time we reach office, the rain …. (stop)
4. He … the employment contract by the end of this week. (sign)
5. The representatives of the company … my friend from 3 to 5 tomorrow. (interview)
6. I’ll give him your message. I can do it easily because I … him tomorrow. (see)
7. This time next Sunday I … in a London cafe reading a newspaper. (sit)
8. I … this article by tomorrow morning. (finish)
9. By next summer the company … new offices in Kyiv. (open)
10. By the end of the month 2, 000 visitors … this exhibition. (see)
11. By the end of the year the company … all our debts. (pay off)
12. You … to your boss at the meeting tomorrow? (speak)
13. I wonder what I … this time next year. (do)
14. – I am going to Netherlands next week.

– You are lucky. The tulips just … out. (come)

***Grammar Revision***

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| **When** and **If** Sentences   1. In sentences involving link words and phrases such as **when, before, after, as soon as, in case, till, until, if, unless** the Present Simple Tense (the Present Perfect Tense – to emphasise the completion of an event) is used, although this refers to future time.   I’ll give you my phone number in case you get lost.  I’ll give you a ring as soon as I’ve received his telegram.   1. We use:    * if to say that we are not sure whether something will happen.   I’ll see you in October, if I come to Kyiv.   * when to say that we are sure that something will happen   I’ll see you in October when I come to Kyiv. |

**Ex.1. Put the verbs in brackets into the correct tense (present or future).**

1. When he (get) his salary we’ll buy a new TV set.
2. I’ll be ready as soon as you (be).
3. She will be happy when she (hear) this news.
4. I (lend) you my car whenever you want it.
5. My boss will be upset when he (see) how slowly she works.
6. He’ll pay you when he (get) his cheque.
7. As soon as she (learn) English he’ll get her a job.
8. You shouldn’t count on a salary increase before you actually (get) it.
9. The company won’t make any decision till he (arrive) here.
10. By the time he (retire) he will have worked here for 20 years.
11. I (contact) you as goon as I get information.
12. If they (not receive) payment next week they will take legal action against us.

**Ex.2. Put each verb in brackets into a suitable tense. All sentences refer to future time.**

1. As soon as I (get) there, I (write) you a letter.
2. She (buy) that house when she (have) enough money.
3. I (phone) you if I (be) late.
4. I (buy) this company’s shares as soon as the price (come down).
5. The machine (not work) until you (press) that button.
6. I (fly) to Greece after the strike (be) over.
7. We (have) to stay here till the rain (stop).
8. If I (see) him I (ask) for a rise.
9. As soon as I (hear) from him I (let) you know.
10. Our shop (not give) you your money back if you (not bring) the receipt.
11. If they (close) the factory, a lot of small businesses (suffer).
12. Our sales (fall) when we (put up) prices.

**Ex.3. Translate into English:**

1. Якщо ваша компанія зробить відповідні заходи, то рада директорів підвищить річний оклад службовців.
2. Як тільки ви продасте цю партію товару, ми виплатимо вам комісійну винагороду.
3. Після того, як будуть встановлені додаткові пільги, умови праці наших робітників значно покращаться.
4. Якщо у мене буде можливість, то я придбаю акції цієї компанії за зниженою ціною.
5. Якщо ви будете працювати в нашій компанії, ви будете мати багато додаткових пільг.
6. Як тільки директор підвищить йому заробітну платню, він придбає новий автомобіль.
7. Коли ви одержите медичну страховку, ви зможете легко вирішити свої проблеми.
8. Якщо цей адвокат зможе нам допомогти, то він отримає високий гонорар від нашої компанії.
9. Якщо ви будете постійним клієнтом цієї компанії, то ви отримаєте значні пільги.
10. Якщо ви звернетесь до нашої компанії, то ми надамо вам професійні послуги.
11. Я зустрінуся з генеральним директором, перш ніж підписати цей контракт.
12. Він буде задоволений, коли отримає такий пакет пільг.

***Grammar Revision***

**GRAMMAR PROGRESS TEST I**

**Choose the correct variant.**

1. I have not seen my business partner since he … London.
   1. has left b) had left c) left
2. I decided to go to my office immediately when I remembered I … the door.

a) didn’t lock b) hadn’t locked c) haven’t locked

1. He has made four presentations since he … in Ukraine.

a) has arrived b) arrived c) had arrived

1. I will be explaining this rule to you until I … you understand it.

a) will see b) shall see c) see

1. You will miss your train unless you … now.

a) leave b) will leave c) do not leave

1. The plane which … from Heathrow at 12.30 is expected to land in 5 minutes.

a) took off b) had taken off c) was taking off

1. He … his annual report at the moment.

a) is preparing b) prepares c) has been

1. It will not be good if you wait till he … about it from your boss.

a) will learn b) learns c) will have learnt

1. Just as I thought, he … our office easily.

a) has found b) had found c) found

1. I knew he … me before so I wondered why he didn’t recognize me.

a) had met b) met c) has met

1. I do not want to draw any conclusions now. But if he … to persist I will fire him.

a) continues b) will continue c) continued

1. How did you know that somebody … your computer before you came into your room?

a) was using b) has been using c) had been using

1. He … this company for several years when I began my career.

a) has been managing b) had been managing c) was managing

1. You will not leave the office before five unless you … everything.

a) will not have finished b) will have finished c) have finished

1. When he arrived in Birmingham in 1999 the English language was not a problem to him as he … it for five years.

a) have been studying b) had been studying c) was studying

1. He … to solve this problem several times.

a) had tried b) has tried c) was trying

1. By the time you are back we … everything.

a) have done b) do c) will have done

1. If he … his job he will have to leave our city.

a) will lose b) loses c) is losing

1. If you … any problems with our product we will be pleased to help you.

a) had b) have c) will have

1. When … to Ukraine?

a) have they come b) did they come c) they come

1. He … hard, that is why he is tired.

a) had worked b) worked c) has worked

1. He … to his personal stereo so he couldn’t hear your words.

a) listens b) was listening c) had listened

1. While I … my best to solve your problem you were discussing some unimportant matter.

a) have been doing b) was doing c) did

1. Our company … this product since 2000.

a) has been producing b) had produced c) produces

1. We … a letter from our business partner.

a) have just received b) just received c) had just received

1. I … € 800 so far.

a) earned b) have earned c) will earn

1. It will be difficult for you to find a new job if you … .

a) will be fired b) are fired c) fired

1. Do not believe him! He … a lie.

a) tells b) is telling c) told

1. It is the fourth time his law firm … part in the Employment Fair.

a) took b) has taken c) had taken

1. Brown&Partners … the firm now and need to hire secretaries and lawyers.

a) expand b) are expanding c) expanded

***Grammar Revision***

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| **The Passive Voice (Simple)**   1. **a) We use the Passive Voice** in three main ways:    * to describe a process    * when the action is more important than who does it:   The computer **was repaired** in 3 hours. |
| * when we do not know, or do not want to say, who does the action:   The letter **was received** a week ago. |
| b) The agent (by …) is only used when it includes important information:  America **was discovered** by Columbus in 1492.  c) When you want to mention what the agent used in order to carry out an action, you use “with”.  The letter was written **with** my pen. |
| 1. Form **be +Past Participle**   **Simple**  **Present** the letters are written  **Past** the letters were written  **Future** the letters will be written |

**Ex.1. Change the following from active to passive.**

1. The company manager increased my salary last week.
2. We bought this car last Friday.
3. He paid for this service in cash.
4. We seldom undertake such activities to protect the consumers’ rights.
5. We informed the customer of the delivery of his order.
6. The company increased the commission paid to agents.
7. Human Resources department recruits new staff every year.
8. Research and Development department developed several new products last year.
9. My company opened several subsidiaries in different locations.
10. Manufactures investigate consumer tastes.
11. Ford announced the loss of 4,000 jobs yesterday.
12. British Airlines forbids smoking during the flight.

**Ex.2. Complete the sentences using the correct passive (simple) form of the verbs in brackets.**

1. He (not invite) to the conference if he doesn’t present a report.
2. I (not pay) enough for the work I do.
3. A security system (install) in this laboratory next week.
4. Newspapers (deliver) every day except weekends.
5. The problem (solve) by the committee a week ago.
6. Taxes (reduce) in a few years.
7. The office (wash) every day.
8. The delegation (meet) at the airport.
9. Our working conditions (change) by new equipment.
10. The most important decisions usually (take) by the owners of a company.
11. Services in tourism (provide) by tourist companies.
12. When a private company (buy) by the state and (bring) into public sector, it is nationalized.

**Ex.3. Translate into English:**

1. Коло послуг нашої компанії було розширене минулого року.
2. Ці товари завжди купуються для перепродажу.
3. Права споживача захищаються державою.
4. Цей закон про захист прав споживачів був прийнятий кілька років тому.
5. Ця інформація завжди розповсюджується рекламними агенціями.
6. Смаки споживачів будуть досліджуватися нашим маркетинговим відділом.
7. Клієнтам нашого банку будуть запропоновані значні знижки.
8. Побутові послуги сплачуються за допомогою пластикової картки.
9. Декілька працівників нашої фірми було звільнено за обман покупців.
10. Ми не можемо повірити вашим словам, оскільки всі ваші вимоги були задоволені.
11. Спільне підприємство було створено своєчасно і зараз ми маємо великий прибуток.
12. Проект будівництва цього готелю був затверджений ще в 2000 році.

***Grammar Revision***

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| **The Passive Voice (Continuous)**  Form **be + Past Participle**  **Continuous**  **Present** the letter is being written  **Past** the letter was being written  **Future** ---------------------- |

**Ex.1. Complete the sentences using the correct passive (continuous) form of the verbs in brackets.**

1. I can do nothing when I know I (watch).
2. Close the door please, the matter just (discuss).
3. We watched how this information (collect).
4. President’s speech (translate) for the foreign guests.
5. When I came to my native town two years ago, this supermarket still (build).
6. When my father was a worker at this plant this work still (do) by hand.
7. My car (repair) now.
8. Don’t enter the room. My friend (interview) there.
9. The runways (lengthen) at all the main airports.
10. My proposal just (consider) when I came.
11. My office (redecorate) when I moved there.
12. I couldn’t give you our daily program, it still (work out).

**Ex.2. Open the brackets, using the Passive Voice.**

1. As I entered the office, I had the feeling that I (watch).
2. A lot of new experiments (make) in my husband’s laboratory now.
3. I am sure a lot of questions (ask) when I finish speaking.
4. This report (send) at once.
5. This money (spend) on market research next year.
6. Service (include) in the bill.
7. Don’t enter without invitation. A very important problem (discuss).
8. The program (work out) many years ago, but it still (use) with great success.
9. When the market (segment) last?
10. Market share often (use) as an indication for the success of a business.
11. The new method (show) to the young specialist today.
12. If we hurry with the work, it (spoil).

**Ex.3. Translate into English.**

1. Контракт саме тоді підписували, коли ми приїхали.
2. Листи зараз друкуються.
3. Про його новий експеримент сьогодні багато говорять, чи не так?
4. Зараз виконується мій улюблений концерт. Послухайте його, будь-ласка.
5. Він не виявив великого інтересу, коли це питання обговорювалось.
6. Він увійшов до залу в темряві і не одразу зрозумів, який фільм демонструвався.
7. Я здивований, що його слухають з такою зацікавленістю.
8. Вона відчувала, що на неї дивляться.
9. Сьогодні проводиться дослідження ринку для того, щоб зрозуміти що потрібно споживачу.
10. Коли я прийшов в супермаркет, там продавалися відеокасети з фільмами мого улюбленого режисера.
11. Новий проект нині розглядається Радою Директорів.
12. Саме зараз всі замовлення доставляються клієнтам нашим кур’єром.

***Grammar Revision***

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| **The Passive Voice (Perfect)**  Form **be + Past Participle**  **Perfect**  **Present** the letter has been written  **Past** the letter had been written  **Future** the letter will have been written |

**Ex.1. Complete the sentences using the correct passive (perfect) form of the verbs in brackets.**

1. A lot of new companies (open) in our city this year.
2. We didn’t know that he (not invite).
3. The construction of our new office (finish) before winter comes.
4. He went to London last year and he (not hear) of ever since.
5. I wondered why her child (not teach) any foreign language.
6. The instructions just (give).
7. He didn’t follow the advice he (give).
8. I realized that the letter (lose).
9. The answers to all business letters (write) long before the end of the working day.
10. This historical fact (know) for many years.
11. The work (do) by the time he comes back to the office.
12. I wondered whether the product already (withdraw) from the market.

**Ex.2. Open the brackets, using the Passive Voice.**

1. This new product much (talk) about.
2. Those papers (not look through) yet.
3. Several contracts (sign) next week.
4. When I came, the problem (not settle) yet.
5. The letter still (translate).
6. The list of applicants (make) before I came.
7. Nothing (hear) of her since she left Kyiv.
8. This product (produce) in large numbers before we received this complaint about a bad quality.
9. A new cosmetic line (launch) onto the market by the end of the year.
10. The date of the meeting (change) before they informed us.
11. Your order (send) before you return.
12. You (bother) by that man again.

**Ex.3. Translate into English:**

1. Ці ходові споживчі товари виробляються в Україні.
2. Ці послуги надаються безкоштовно.
3. Було обговорено лише 2 питання, коли ми почули дзвінок.
4. Мені завжди давали корисні поради.
5. Що вам пояснювали, коли я зайшов?
6. Не входьте без запрошення. Зараз обговорюється дуже важливе питання.
7. На жаль нічого не було зроблено для того, щоб допомогти йому закінчити цей проект.
8. Цікаво, де надаються такі послуги?
9. Цей високоприбутковий товар буде завезено із західного регіону.
10. Коли згадали цей факт, усім стало зрозуміло, що малося на увазі.
11. Йому дали ще 3 тижні для того, щоб розробити новий продукт.
12. Коли ми приїхали в це місто, ця книга продавалася скрізь.
13. Цей продукт буде вилучено з продажу до кінця місяця.

**GRAMMAR PROGRESS TEST II (PASSIVE VOICE)**

**Ex.1 Choose the correct answers.**

1. He knew why he was chosen/had been chosen.
2. He was shocked/had been shocked by his boss’s attitude.
3. We are just sent/have just been sent new information.
4. Everything will be done/will have been done by the end of the week.
5. He is interviewed/is being interviewed now.
6. My application is still considered/is still being considered by the managers.
7. The letters has just been brought/have just been brought.
8. He explained that a new job was offered/had been offered to him in February.
9. She was never made/has never been made such an exciting proposal.
10. My computer is repaired/is being repaired now.
11. This cheque was signed/has been signed by the manager an hour ago.
12. Negotiations will have been held/will be held in Kyiv next week.
13. Prices for oil had been increased/have been increased again.
14. Our company was founded/has been founded in 1990.
15. Extra payments are given/are being given to employees with initiative once a month.

**Ex.2. Open the brackets, using the Passive Voice.**

1. Payment (make) in the local bank last week.
2. Special training (give) to new employees in our company.
3. Taxes (raise) now.
4. The project just (complete).
5. This new product (develop) by the end of the month.
6. A lot of the ideas for new products (provide) by customers.
7. My friend just (promote).
8. A decision already (make) when he came.
9. Every product (check) for quality.
10. Nothing (do) since we left the office.
11. The first branch of our bank (open) in 2000.
12. New marketing strategy (develop) now.
13. I (ask) to do a lot of extra work at the moment.
14. Most of the top managers (fire) after the takeover.
15. The company's German subsidiary (sell) by the end of the year.

***Grammar Revision***

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| **The Sequence of Tenses**  After one of the past forms in the principal clause we find past forms in the subordinate object clause:   1. if the action of the object clause is simultaneous with that of the principal clause, the Past Simple or the Past Continuous is used in the object clause.   He thought I was joking. |
| 1. If the action of the object clause precedes that of the principal clause, the Past Perfect or the Past Perfect Continuous is used in the object clause.   I understood that he had already left the office. |
| 1. If the action of the object clause follows that of the principal clause, the Future-in-the-Past is used in the object clause.   I was sure that we would win this game. |

**Ex.1. Make the actions in the following object clauses simultaneous with those of their principal clause.**

1. He was surprised that I (know) his telephone number.
2. I knew the children (hide) somewhere in the room.
3. He told us that he (work) for a large corporation.
4. He said the information (be) rather interesting.
5. We knew that Ann (have) an English class every Wednesday.
6. I knew that they (discuss) my new proposal then.
7. He said that he (be) interested in marketing.
8. She said she (be) busy.
9. The customer said that he (want) to have a word with me.
10. He explained that he (take) driving lessons.
11. The customer said he (think) about buying a new computer.

**Ex.2. Make the actions in the following object clauses precede those of their principal clause.**

1. I knew that he (go) to London already.
2. He asked me why I (not invite) him to that scientific conference.
3. He said he (not hear) anything about her complaint.
4. She said the secretary (send) the message already.
5. I knew that she (make) an appointment with general manager.
6. He said that he (work) hard all the time.
7. He told her that he (meet) her the year before.
8. I knew that he (to be) ill the day before.
9. She thought he (graduate) from the University.
10. Didn’t you know that he (establish) a business of his own?
11. We knew that he (work) for this company before.

**Ex.3. Make the actions in the following object clauses follow those of their principal clause.**

1. He told us that his daughter (be) a marketer.
2. She said that she (finish) her report by 6 o’clock.
3. Mr. Black said the manager (come back) to New York the following day.
4. The secretary told me that the meeting (take place) the following month.
5. I hoped that he (apologize).
6. She said she (not attend) our meeting on Monday.
7. I asked him when the negotiations (begin).
8. He said that the price (not include) the cost of packing.
9. She decided that she (ring) up there tomorrow.
10. We decided that you (be) able to help us.
11. I was sure that they (offer) me that job soon.

**Ex.4. Translate into English:**

1. Він сказав, що він сьогодні дуже зайнятий.
2. Менеджер повідомив нам, що в нього є важливі новини.
3. Вона запитала, коли я піду за покупками.
4. Він пояснив, що ніколи там не був.
5. Я сподівався, що проведу там всю відпустку.
6. Він проінформував, що вони вже обговорили цю небезпечну ситуацію.
7. Шеф сказав, що я повинна відповісти на цей лист негайно.
8. Вона запитала мене, де працює мій брат.
9. Секретарка повідомила, що вже надрукувала цей контракт в трьох примірниках.
10. Він знав, що вони вже розробили нову маркетингову стратегію.
11. Він повідомив, що не буде брати до уваги цю інформацію.

***Grammar Revision***

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| **Reported Speech. Statements**  1. When you report what someone has said you often have to make certain changes to verb tenses and other words:   1. **When the reporting verb is in the past, you make the following tense changes:**   Present Simple → Past Simple  Present Continuous → Past Continuous  Past Simple → Past Perfect Simple  Past Continuous → Past Perfect Continuous  Present Perfect → Past Perfect  Simple Future → Would  must → had to  can → could |
| 1. **Main changes of time indicators:**   today → that day  now → then  this → that  here → there  ago → before /previously  tomorrow → the next day/the following day  yesterday → the day before/the previous day  last night → the night before/the previous night  next week → the following week/the week after (that) |
| 2. **There are occasions where you needn’t change the tense:**   * where facts are still true   My name is Mary – She said her name’s Mary.   * if the direct speech is in the past perfect or has the following modals: must (for deduction), might, ought to, could, should, would) * if the reporting verb is in the present   I’ll be back in a minute.  She says she’ll be back in a minute. |

**Ex.1. Match the direct speech word or phrase on the left with its reported speech equivalent on the right:**

|  |  |
| --- | --- |
| 1. 10 weeks ago 2. last night 3. today 4. these 5. now 6. tomorrow morning 7. yesterday 8. next month 9. here 10. tonight | 1. that night 2. there 3. the following month 4. the day before 5. the next morning 6. then 7. those 8. that day 9. the night before 10. 10 weeks previously |

**Ex.2. Rewrite these sentences, changing the direct speech to reported speech.**

1. “We have only finished because we’ve worked late the whole week.”

He said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “I am leaving tomorrow.”

Mary explained \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “I’ve forgotten to phone him.”

Carol said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “I work for a small advertising agency.”

Lucy told me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “I went there with my customer last week.”

The advertiser said \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “We are working towards increasing the quality of services.”

Manager said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “I must finish this work before I leave.”

He said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “Kyiv is the capital of Ukraine.”

He explained \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “I want to buy this elegant dress, but I haven’t brought any money.”

Ann told us \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. “If you answer the questions correctly, you may win $100.”

The advertisement said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Ex.3. Rewrite these sentences, changing the reported speech to direct speech.**

1. The advertiser said that they had already started the advertising campaign.
2. He said he would phone back.
3. She explained that her company had opened an office in London.
4. He said that the advertising campaign had failed to increase sales.
5. He said that they would sign the contract the next morning.
6. The client explained that they had already discussed the brief with the agency.
7. He told us that the agency was ready to start that work.
8. Tom said that he had tried to ring up his mother several times on the previous day but had not succeeded in getting through.
9. My employer told me that, in his opinion, I would do better in some other kind of job.
10. The secretary said Mr. Black was having an appointment then.

**Ex.4. Complete each sentence, using say, tell or speak in an appropriate form.**

1. He … a few words about this account.
2. She can … a few European languages.
3. Don’t … me that this advert is important.
4. Can you … me the way to the nearest advertising agency?
5. She … she is interested in our goods.
6. I can …that these goods are in great demand.
7. We … with the advertiser about this problem.
8. Neither of my parents … English.
9. The magazine also … about advertising in Italy.
10. She … me that she would be late.
11. I … to my secretary and she … she would phone you.
12. Why don’t you … what you mean?

***Grammar Revision***

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| **Reported Questions. Requests. Orders.**  When you report a question, you use the same word order as in the statement. You make the same tense and other changes as you do for reported statements:   * **Wh questions:**   “Where **is** Mary, Tom?” She asked Tom where Mary **was**.   * **Yes/No questions:**   “**Are you going** with us, Tom?” – She asked **if/whether** Tom was **going** with them.   * **Requests**   “**Would you pass** the book please, Tom?  She asked Tom **if** he **would pass** her the book.  She asked Tom **to pass** her the book.   * **Orders:**   “**Go** to bed!” – Mary’s mother told her **to go** to bed. |

**Ex.1. Rewrite these sentences, changing the direct speech to reported speech.**

1. “Who has just dropped a $ 10 note?” I asked.
2. “What happened to your partner?” asked one of the men.
3. “Why do the prices go up so often?” she wondered.
4. “Have you got a work permit?” Ann wanted to know.
5. “Are you interested in advertising?” asked Mary.
6. “Would you like to join our company?” she said.
7. “Are you leaving today or tomorrow morning?” asked his secretary.
8. “Don’t watch late-night horror movies”, I warned them
9. “Read the contract before you sign it,” he said to his client.
10. “Buy a new car,” I advised him.
11. “Don’t drive so fast,” she begged him.
12. “Don’t wait till tomorrow,” said the advertisement.
13. “Could you translate this for me, please?” I asked the agent.
14. “Could I have the weekend off?” she asked her boss.
15. “Would you mind paying cash?” said the salesgirl when he took out his cheque-book.
16. “Why don’t you trust her?” I asked Mary.

**Ex.2. Rewrite these sentences, changing the reported speech to direct speech.**

1. She said that her corporation had become bankrupt and its stock was of no value anymore.
2. I asked her if she’d like to take my pen but she thanked me.
3. He wanted to know if I was going to calculate the indirect costs.
4. My employer hoped I would not be offended if he told me that I would do better in some other kind of job.
5. He asked me how long it had taken me to complete the job.
6. I wondered whether he had bought a guidebook to London.
7. He asked what we were discussing.
8. I wondered if they would solve that problem at the meeting.
9. He asked the manager to accept his resignation.
10. She asked me when I would be in Kyiv.
11. The court ordered the company to pay all their debts before 1 September.
12. He wanted to know when the new training program would be presented.
13. She wondered where we had held the conference the previous year.
14. Helen asked Tom if he had got a car.
15. He promised her that if she attended the conference the following week, she would hear his new theory about classification of the costs.
16. He couldn’t understand how I managed on my salary.

**Ex.3. Rewrite the passage in Direct Speech.**

Joan worked in a shop selling gramophone records. One day a middle-aged woman came in, sat on a stool in front of the counter and smiled at Joan. Addressing Joan familiarly, she said she wanted a record-one she had heard on the radio that morning. Joan asked what the record was called. The woman shook her head, and said she didn’t remember, though she would know it if she heard it. She suggested that Joan should play her some. Joan pointed out that they had hundreds of records in stock, and that it would take a very long time to play her even a little of each. The woman looked very unhappy, but suddenly her face brightened. She had just remembered something, she said: the music she wanted came from a play in which there was a woman who spoke very badly, but who after a time learnt to talk beautifully. Joan asked if it could be from “My Fair Lady”. The woman cried out that that was it. She wished Joan had thought of it earlier instead of wasting time asking silly questions. She supposed Joan was new to the job.

(From B.D. Graver. Advanced English Practice,

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***Grammar Revision***

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| **First Conditional:**  **Form**:  if + Present Simple/Continuous, + will + infinitive  **Use**:  We use the first conditional:   * to talk about a likely situation and its probable result in the future.   If the weather keeps warm, we’ll go to the river.   * to give advice, threats and to make promises.   If I have time, I’ll help you. |

**Ex.1. Finish these sentences using the first conditional.**

1. If he washes my car, … .
2. If you smoke, … .
3. If you need a lot of money, … .
4. If you fail your test in math, … .
5. If she loses her weight, … .
6. If you phone me tonight, … .
7. If I go to the party, … .
8. If it rains, … .
9. If I eat a lot of sweets, … .
10. If we get this loan, … .
11. If you skip classes, … .
12. If you buy a new flat, … .
13. If inflation rises, … .
14. If I can afford it, … .
15. If you feel underpaid … .

**Ex.2. Put the verbs in brackets into the correct form.**

1. If you (see) Mary, tell her I have a message for her.
2. If he (refuse) to help, I’ll have to manage without him.
3. What will we do if he (not meet) us?
4. If I (get) a work permit, I’ll stay for another three weeks.
5. If you (help) us, the job will only take an hour.
6. If I find his passport, I (phone) him at once.
7. If you leave your car unlocked, someone (steal) it.
8. Unless she (sell) more, she won’t get much commission.
9. If I lend you $ 100, when you (repay) me?
10. If we (make) share issues this month, we’ll raise our finance.
11. If you manage to get cheap loans, the firm (stay) in business.
12. If we (need) extra capital, we’ll apply at the bank for a loan.
13. If you (be) in difficulties with money, I’ll help you by all means.
14. If I (finish) this work before six, I'll let you know.

**Ex.3. Translate into English:**

1. Якщо я попрошу його, він допоможе нам одержати цю позику.
2. Вони обговорять це питання, якщо у них буде вільний час.
3. Якщо нас запросять на ці переговори, ми будемо підтримувати вашу стратегію.
4. Ми одержимо цю інформацію вчасно, якщо він відправить її електронною поштою.
5. Якщо він забуде свою обіцянку, я нагадаю йому.
6. Якщо прибуток не буде розподілений між акціонерами, вони будуть не задоволені.
7. Якщо ми одержимо цю довгострокову оренду, то відкриємо ще один гіпермаркет в цьому місті.
8. Ми зможемо купити ці нові приміщення, якщо у фірми буде додатковий капітал.
9. Якщо наш вчений одержить грант, він зможе закінчити дослідження цієї важливої для всього людства проблеми.
10. Якщо я куплю цей комп’ютер у розстрочку, то я зможу заощадити гроші на подорож до Єгипту.

***Grammar Revision***

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| **Second Conditional**  **Form**:  If + Past Simple/Continuous, + would +infinitive  **Use**:  We use the second conditional:   * to talk about an unlikely or imaginary situation and its result   If I won the lottery, I’d buy a new car.   * in the expression “If I were you, I’d …” to give advice   If I were you, I’d retire. |

**Ex.1. Finish these sentences using the second conditional.**

1. If I passed my English exam, … .
2. If my friend got promotion, … .
3. If he listened to my advice, … .
4. If he invested in government bonds, … .
5. If I were you, … .
6. If the customer complained, … .
7. If you knew him better, … .
8. If I could help you, … .
9. If she were present, … .
10. If you didn’t ask me any questions, … .
11. If he took better care of his health, … .
12. If I saw it with my own eyes, … .
13. If I were sacked, … .
14. If the government raised taxes, … .
15. If you were introduced to the Managing Director, … .

**Ex.2. Put the verbs in brackets into the correct form. (All the sentences refer to the present or future).**

1. If nothing better (turn up), he would apply for this job.
2. I wouldn’t want to live in this city even if I (have) all the money in the world.
3. If you (change) your mind, I would never forgive you.
4. If you (study) harder, you would get better marks.
5. If I (win) a lot of money, I would feel very happy.
6. If I were you, I (be) more careful.
7. If it (not be) so late, I would phone him.
8. If you really wanted to help, you (can) do it even now.
9. If we reached an agreement, we (sign) the contract.
10. If market prices (rise), we would talk about a bull market.
11. If you (can) send us this information, we would be very grateful.
12. Our products (not sell) if we didn’t have a strong sales department.
13. If she had more money, she (spend) her summers in Italy.
14. If you (provide) a better service, you would get more customers.
15. We would save money if we (employ) our own people.

**Ex.3. Answer these questions with a conditional sentence.**

***What would you do if …***

1. … you won lots of money?
2. … you were a famous film star?
3. … you found a wallet on the ground?
4. … you were invited to play a part in a film?
5. … you were trying to lose weight?
6. … you were to change your job?
7. … you saw someone cheating in an exam?
8. … you wanted to buy someone a really good present?
9. … you were to apply for the manager’s job?
10. … you found a job abroad?
11. … you were promoted?
12. … you were fired?
13. … you were asked to work overtime?
14. … you were president of a big company?
15. … your company's main competitors offered you a good job?

**Ex.4. Translate into English.**

1. Компанія торгувала б своїми акціями, якби мала дозвіл.
2. Вони б знизили позиковий відсоток, якби компанія не одержувала такі прибутки.
3. Якби не існувало фінансових центрів, компаніям було б важко збільшувати свій капітал.
4. Якби вони продавали цінні папери на фондовій біржі, вони мали б вищі прибутки.
5. Якби ці туристичні послуги надавалися конкуруючими фірмами, ми б мали кращий вибір.
6. Якби ти продав ці акції, то вирішив би усі свої проблеми.
7. Якби ця компанія досліджувала ринок більш ретельно, вона б була більш привабливою для інвесторів.
8. Якби попит на цей товар знизився, ми б вилучили його з ринку.
9. Якби у них був вибір, вони б підтримували вітчизняного виробника.
10. Споживачі із задоволенням купували б ваш товар, якби ви змінили упаковку.

**Ex.5. Under what circumstances, if any, would you:**

* tell a lie to your parents?
* skip a lecture?
* leave the restaurant without paying the bill?
* lend a large amount of money to a friend?
* give a lift to a complete stranger?
* waste a large amount of money?
* betray you friend?
* leave the university?

***Grammar Revision***

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| **Third Conditional**  **Form**: if + past perfect, + would have + Participle II  **Use**:  We use the third conditional: |
| * to talk about possible situations in the past which didn’t happen   If you had followed my advice, you would have earned a lot of money. (but you didn’t) |
| We can “mix” clauses from second and third conditional sentences (mixed conditional) if we want to connect a possible past event with the present or future.  If you had followed my advice (but you didn’t in the past), you would be rich . (but you aren’t, now) |

**Ex.1. Choose the most suitable tense:**

1. Why didn’t you phone me? If you phoned/had phoned me, I would have reserved/had reserved a room for you.
2. If you organized/had organized your conference last month, I was able/would have been able to take part in it.
3. If he lent/had lent me the money, I would pay/ would have paid him back last week.
4. If you had been there at that moment, what would you do/would you have done?
5. Why didn’t you say that you were short of money? If I knew/had known, I would lend/would have lent you some.
6. She was so impatient. If she had been/ were more patient, she would received/would have received everything she needed.
7. If I didn’t lose/ hadn’t lost my key, I wouldn’t have/ wouldn’t have had to wait outside in the rain.
8. If the traffic hadn’t been/ were not so heavy, we would arrive/ would have arrived on time.
9. If I weren’t/ hadn’t been promoted then, I would leave/ would have left the company.
10. If I hadn’t saved/ didn’t save enough money, I wouldn’t buy/wouldn’t have bought this house.
11. If he didn’t gamble/ hadn’t gambled so much, he wouldn’t lose /wouldn’t have lost all his money.
12. If I knew/ had known yesterday that you were coming, I would meet/ would have met you at the airport.
13. You wouldn’t get / wouldn’t have got into trouble last time if you followed/ had followed my advice.
14. He never would buy/ would have bought shares in that company if you didn’t recommend/hadn’t recommended him to do it.

**Ex.2. Put the verbs in brackets into the correct form.**

1. If I had sold my shares then, I would (make) a lot of money.
2. If you hadn’t taken so many risks, you lost (lose) so much.
3. If I had bought that lottery ticket, I would have (win) one million.
4. It’s a pity you missed the conference. If you had come (come), you would have met (meet) American scientists working in this branch of economy.
5. If the company hadn’t raised its funds, it would have went(go) bankrupt.
6. If we hadn’t issued bonds, we wo(not raise) finance.
7. If I had known this great news, I would have told (tell) you.
8. If I had sold my car a couple of years before, I would have got (get) more money.
9. If I hadn’t made (not make) profit on my shares, I would have never bought this house.
10. If he had invested on the stock market, he would live (live) from the income.
11. If you contacted a stockbroker, he would give (give) you some very good advice.
12. If I were you, I (invest) on the stock exchange.
13. If he had worked (work) alone, he would never have finished this work.
14. If he had known all the facts, he would have helped (help) us last Monday.

**Ex.3. Finish these sentences using a mixed conditional.**

1. If I had won the money, … .
2. If I had been better at English, … .
3. If I had only known about this earlier, … .
4. If he had consulted the stockbroker on time, … .
5. If he were an honest man, … .
6. If I knew her better, … .
7. If he had been more friendly, … .
8. If I had asked his permission, … .
9. If you had established a company of your own, … .
10. If she had arranged for free food to be made available to all employees, … .
11. If we had signed an agreement, … .
12. If the new investment plan had been completed, … .
13. If our market share were much bigger than our competitors’, … .
14. If the company employees were not given the opportunity to travel abroad, … .

**Ex.4. Translate into English:**

1. На вашому місці я б не хвилювався; вона знає які акції купувати.
2. Якби ви працювали сумлінніше, ви б давно завершили роботу над цим проектом.
3. Якби я знав про цей контракт, я б переклав його ще на минулому тижні.
4. Якби ви проглянули старі фінансові звіти, ви б знайшли цікавий матеріал для вашої доповіді.
5. Я б звільнив його, якби не знав, що він добре виконує свою роботу.
6. Якби я продав свої акції півроку тому, я б заробив багато грошей.
7. Якби я був на вашому місці, я б негайно купив гарантовані цінні папери.
8. Якщо компанія опинилася б у важкому фінансовому стані, ми б втратили все наше майно.
9. Якби я знав про вашу пропозицію раніше, я б не погодився на цю роботу.
10. Якби ви все зробили своєчасно, то цей вигідний для нашої фірми контракт був би вже підписаний.
11. Якби смаки споживачів не змінювалися, торгівля б не розвивалася.
12. Якби на рекламу не витрачалося стільки грошей, то ми б відкрили нову технологічну лінію.

**GRAMMAR PROGRESS TEST III (CONDITIONALS)**

**Ex.1. Choose the correct answers:**

1. If you didn’t help/hadn’t helped me, I would have /would have had financial problems last month.
2. If you didn’t know /don’t know maths well, you will find/find accounting difficult.
3. If you need /will need some money, I give/will give it to you.
4. If we did/had done it two weeks earlier, we would receive/would have received big profit.
5. If I am /were you, I will /would apologize.
6. If I didn’t get/hadn’t got promoted, my salary wouldn’t go up/wouldn’t have gone up.
7. If he had been /were well paid, he won’t worry/wouldn’t worry about his future.
8. If you won’t finish/don’t finish this work on time, you have to/ will have to report to the manager.
9. If you accepted/had accepted these conditions then, you wouldn’t make/wouldn’t have made any money at all.
10. If I had known/knew her address, I would give/will give it to you.
11. If she were/had been at the meeting, he would see/would have seen her.
12. If he will refuse/refuses to sign the contract, we try/will try to take urgent measures.
13. I tell /will tell you the whole truth if you will promise/promise to keep it a secret.
14. If I had gone/go to Spain next summer, I will change/will have changed some money into traveller’s cheques.

**Ex.2. Put the verbs in brackets into the correct form.**

1. What shall we do if he (be) late?
2. It will be a pity if you (not get) the job.
3. It will be better if you (use) my computer.
4. If you (come) late again, you (be fired).
5. If you (have) sense, you (buy) these shares a year ago.
6. If you (go) to a job interview, you should be well prepared.
7. If you (not buy) useless things, you (be able) to save more.
8. What you (do) if you (lose) your passport?
9. If I (not be) so busy, I (keep) her company.
10. If we (not advertise) our products, we (not succeed).
11. If you (ring) me yesterday, I (tell) you something very important.
12. If I (not be) so busy then, I (join) you.
13. He (not succeed) in such a risky business if he (not be) such a clever entrepreneur.
14. If Unit Trusts (not put) investors' money into different companies, their risk (be) much higher.

***Grammar Revision***

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| **Expressing wishes and regrets**   * **To wish** can be used as a simple verb:   I wish you a Happy New Year.   * **wish + could or past simple/ continuous** is used to talk about something you would like to be different, but can’t change.   I wish I could speak Italian fluently!   * **wish + past perfect** is used to express past regrets   I wish I had attended that conference.   * **wish + would** is used to express annoyance at the habits of others.   I wish you wouldn’t take my car! |

**Ex.1. Complete these sentences using the correct form of the verbs in brackets.**

1. I wish I (have) enough money to buy this house.
2. I wish I (reserve) a hotel beforehand.
3. I wish he (establish) his private company.
4. I wish I (take) that job in the marketing department.
5. He wishes he (go) on holiday with his friends.
6. She wishes she (be) more careful.
7. They wish they never (get) married.
8. I wish I (not accept) his invitation.
9. She wishes she (not leave) her last job.
10. I wish he (not interfere) with my possessions.
11. I wish nothing (happen).
12. I wish you (not think) so.
13. I wish you (not smoke) indoors.
14. I wish she (take) the chance.

**Ex.2. Translate into English.**

1. Шкода, що ви не знаєте цієї інформації.
2. Шкода, що ви не подумали про витрати фірми.
3. Шкода, що ми не застрахували наш товар.
4. Шкода, що ви не мали часу тоді.
5. Шкода, що ти не підтримав його.
6. Шкода, що ви не вивчили річний звіт ретельно.
7. Шкода, що фінансовий звіт нашої компанії ще не перевірено.
8. Шкода, що ваші витрати перевищують ваші прибутки.
9. Шкода, що наш бухгалтер звільнився.
10. Шкода, що ви не попередили його заздалегідь. Він би вирішив вашу проблему.
11. Шкода, що ці фактори впливають на фінансовий стан нашої компанії.
12. Шкода, що ми ще не в змозі повністю задовольняти потреби наших клієнтів.
13. Шкода, що попит на цей товар перевищує пропозицію.
14. Шкода, що ви витратили так багато грошей на рекламу цієї послуги.

***Grammar Revision***

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| **Modal Verbs**  **A. Ability: can, could, be able to**  1. **Can** and **cannot/can’t** are commonly used to talk about ability to do something in the present.  He can speak several foreign languages. |
| 2. To talk about someone’s general ability to do something in the past we use **could** and someone’s specific ability (to do something on one occasion) – **was/were able to**  I could read when I was five.  I was able to see personnel manager without an appointment. |
| 3. To talk about ability with perfect and future forms, the be able to structure is used.  Will you be able to send this fax? |
| **B. Permission: can, could, may, be allowed to**  1. a) **Can and could** are used to ask for permission in the present. **May** can be also used but is quite formal.  Could/ Can I call you back?  May I use your phone, please?  b) When talking about whether something is permitted or not we use **can/ can’t and be (not) allowed to**.  Passengers are not allowed to smoke during take-off.  You can leave your letter at the reception.  2. To talk about permission in the past we use **could/ couldn’t and was/ were not allowed to**.  We were not allowed to ask any questions.  3. When talking about permission with future and perfect forms **be allowed** to is used.  He will not be allowed to invest in this business. |

**Ex.1. Complete these sentences using can, could, may and be able to, or be allowed to in the correct form.**

1. When I pass my driving test, I \_\_\_\_\_\_ hire a car.
2. When he first came to London, he \_\_\_\_ read English but he (negative) \_\_\_\_\_\_ speak.
3. When we were in the old office, we \_\_\_\_\_\_ access all the files.
4. This sweater was priced at $ 50, but I \_\_\_\_\_\_\_ get a discount because of this little mark on the sleeve.
5. Students \_\_\_\_\_\_\_ bring notes into the exam tomorrow.
6. My sister never \_\_\_\_\_\_\_\_ to travel alone.
7. \_\_\_\_\_\_ I send him a message? He is at the meeting at the moment.
8. \_\_\_\_\_\_ you phone the boss today?
9. He \_\_\_\_\_\_\_ solve this problem yet.
10. “Could I borrow your car? No, you \_\_\_\_\_\_\_.”
11. Who \_\_\_\_\_\_\_ appoint the receivers to find someone to rescue the company?
12. \_\_\_\_\_\_\_ he pay off the debts of the company?
13. I’ve been looking for your papers but I \_\_\_\_\_\_ find them yet.
14. If he doesn’t tell me what his problem is, I \_\_\_\_\_\_ (negative) help him.
15. She \_\_\_\_\_\_ to raise money for her failing company.

**Ex.2. Translate into English:**

1. Я б із задоволенням прийняв ваше запрошення, але я не можу відмінити свою зустріч.
2. Якщо він щось вирішив, то ніхто не може на нього вплинути.
3. Я дуже ціную вашу допомогу. Я знав, що я можу довіряти вам.
4. Чи можу я сказати йому всю правду? Я впевнений, що він нічого не знає про важкий фінансовий стан компанії.
5. Коли я там працював, то тільки головний менеджер міг підписувати такі документи.
6. Працівникам нашої компанії не дозволяється палити в офісах.
7. Тільки суд може призначити ліквідаторів неплатоспроможної компанії.
8. Ця компанія на межі банкрутства; їй не дозволяється працювати з клієнтами.
9. Ви можете залишити всю інформацію у секретаря.
10. Їм не дозволили відстрочити платежі.
11. Якщо ви зможете врятувати цю компанію, ви отримаєте подяку від президента.
12. Якщо вони не зможуть розрахуватися з боргами протягом місяця, їх оголосять банкрутами.

***Grammar Revision***

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| **Modal Verbs. Obligation and Necessity.**  **must, have to, should, ought to, need**  1. a) **Must** is used for strong obligations:   * rules or laws   Investors must pay taxes.   * advice or recommendations   You must take your medicine regularly if you want to get better.   * obligations that the speaker imposes on him or herself   I must get up early tomorrow. |
| b) **Mustn’t** is used to express strong disapproval, or that something is prohibited  You mustn’t smoke. |
| 2. a) **Have to** is used when the obligation comes from someone else or an external authority.  You have to wear a uniform – that is the company rule.  b) **Don’t have to** is used to express the idea that there is no law, rule or requirement to make you do something.  I don’t have to get up early on Sundays. |
| 3. a) **Need, need to** is used to talk about necessities, rather than obligations  I need to get my hair cut.  b) **Needn’t** expresses the speaker’s opinion that something isn’t necessary  You needn’t fill in the form; the receptionist will do it for you. |
| 4. **Should, ought to** are used to express milder obligations; they are often used when giving advice  You should always keep receipts when you buy clothes. |

**Ex.1. Complete these sentences using the correct form of must, have to, need, should, ought to.**

1. You *need* not worry about the article. – I’ll translate it later.
2. The drivers in Ukraine *must* wear seat belts.
3. You \_\_\_\_\_\_\_ have medical insurance when you go abroad.
4. You \_\_\_\_\_\_\_ to buy a licence if you want to set up your own business.
5. The customers *must* not pass this point.
6. They \_\_\_\_\_\_\_ to transfer money yesterday.
7. A CPA \_\_\_\_\_\_\_ pass a series of examinations, after which he receives a certificate.
8. You \_\_\_\_\_\_ have the financial statement ready by the end of the month.
9. He \_\_\_\_\_\_ invite her to the meeting.
10. You \_\_\_\_\_\_\_ to fill in this application form.
11. You *need* to consult an expert to identify this document.
12. You \_\_\_\_\_\_ not take a car to get to the office. I’ll gladly give you a lift.
13. He \_\_\_\_\_\_ to send a letter of apology.
14. This is serious, he *must* not joke about it.
15. My boss was ill and I *had* to attend that press conference.
16. They *should* follow his advice.

**Ex.2. Translate into English:**

1. Керівництво встановлює правила, а ви повинні виконувати їх. Have to
2. Ціна на цей новий товар дуже висока. Ви повинні знизити її.
3. Я вважаю, що він повинен піти у відставку після цього засідання.
4. Почекай трошки, я повинен продивитися ці документи.
5. Тобі не слід втручатися в цю брудну справу.
6. Йому довелося відповісти на багато запитань після засідання Ради Директорів.
7. Йому не слід нехтувати твоїми корисними порадами.
8. Ви повинні вивчити попит споживачів перш, ніж розпочинати виробництво цієї продукції.
9. Тобі потрібно допомогти їй. Вона ще ніколи не складала фінансовий звіт.
10. Коли я змінив роботу, я змушений був переїхати на іншу квартиру.
11. Офіціанти повинні сплачувати податок на гроші, які вони одержують від клієнтів.
12. Ви повинні приходити на роботу вчасно.
13. Ви повинні відправити цей факс негайно.
14. Ти не повинен розмовляти з покупцями таким чином.

**Ex.3. Make up sentences about your university environment. Your sentences should describe:**

* + obligation
  + prohibition
  + no necessity to do something

***Grammar Revision***

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| **Modal Verbs**  **Certainty, Possibility, Probability**  **must, may, might, could, can’t, should, ought to**  1. We use **must** or **can’t** + infinitive to say we are certain about something; we have some evidence to reach this conclusion.  We use **must** to indicate “positive” certainty and can’t to indicate “negative” certainty.  We don’t use **mustn’t** or **can** to talk about certainty.  She must be very happy. She has finished her experiments.  That can’t be our business partner. He is arriving tomorrow. |
| 2. We use **may, might** or **could** + infinitive when we are speculating that something is possible.  She may/might/could pass her exam this time. (It’s possible that she will pass her exam) |
| 3. We use **should** and **ought to** + infinitive to show that something is probable now or in the future.  He should/ought to pass his exams.  (He will probably pass) |

**Ex.1. Complete the following sentences with an appropriate modal verb form.**

1. You \_\_\_\_\_ be joking. The house is not worth that much.
2. It’s not a good time to visit Italy. The weather \_\_\_\_\_\_ be awful at this time of the year.
3. She \_\_\_\_\_ be ill; She looks so pale.
4. It \_\_\_\_\_ be true.
5. You \_\_\_\_\_\_ see interesting samples at the exhibition.
6. It \_\_\_\_\_\_ be late as the offices are closed.
7. This contract \_\_\_\_\_\_ to be profitable.
8. It’s impossible. It \_\_\_\_\_\_ be the correct answer.
9. She \_\_\_\_\_\_ be at home. I saw her in the office 10 minutes ago.
10. I \_\_\_\_\_\_ have some new information for you tonight.
11. He has been working all day. He \_\_\_\_\_\_ be very tired.
12. There \_\_\_\_\_\_ be another rise in the price of sugar soon.
13. He \_\_\_\_\_ get this job. He has got all the necessary qualifications.
14. I am not sure whether I can help you. I \_\_\_\_\_\_ not have enough time.

**Ex.2. Translate into English:**

1. Не може бути, щоб ви знали всіх її співробітників!
2. Мабуть вона працює над річним звітом.
3. Я не буду заважати тобі. Мабуть у тебе є важливі справи.
4. Я зайду в наш офіс. Бос повинен зараз бути там.
5. Навряд я зможу скласти цей звіт.
6. Бухгалтера немає, він повинен бути у керівництва фірми.
7. Ви напевне затвердите бюджет завтра.
8. Мабуть успіх компанії буде залежати від наполегливої праці кожного з нас.
9. Мабуть вона дуже щаслива. Рада Директорів затвердила її проект.
10. Не може бути, щоб ви ще працювали над бюджетом!
11. Вже 2-га година. Він може повернутися у будь-яку хвилину.
12. Я не знаю достеменно, але лист можливо зараз у неї.
13. Хоча вже й пізно, він, можливо, все ще очікує нашої інформації.
14. Я нічого не чув про нього. Мабуть він де-небудь за кордоном чи вже повернувся до Києва.

***Grammar Revision***

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| **Modal Verbs with the Perfect Infinitive**  In the previous lesson we looked at how the modals **can, may, might, must, could, should, ought to** are used to talk about possibility, probability and certainty in the present and future. Here we shall look at how these modals are used to talk about the same ideas in the past.  **Must + Perfect Infinitive** expresses the speaker’s certainty that something has happened.  If she is not here by now, something must have happened. |
| **Could/may/might + Perfect Infinitive** express the idea that there is a possibility that something has happened.  She looks miserable. She could /may/might have lost her job.  (perhaps she has lost her job) |
| **Can’t /couldn’t + Perfect Infinitive** express the speaker’s certainty that something has not happened.  She can’t/couldn’t have gone; her coat is still here.  **May not/might not + Perfect Infinitive** express the idea that it is possible that something didn’t happen.  Nobody is in the office. They may not/might not have received our message. |
| **Should/ought to + Perfect Infinitive** indicate that an action considered desirable was not carried out.  You ought to/should have warned your employer.  **Shouldn’t/oughtn’t to + Perfect Infinitive** indicate that an action considered undesirable was carried out.  You shouldn’t /oughtn’t to have told her this news. |

**Ex.1. Complete the following sentences with an appropriate modal verb from the box below.**



1. She \_\_\_\_\_\_ have lost her way; she must have missed the train.
2. Has she phoned yet? She \_\_\_\_\_\_ have phoned two hours ago.
3. I’m not waiting much longer. He \_\_\_\_\_\_ have been here hours ago.
4. The bus \_\_\_\_\_\_ have been at the airport. He promised to meet us.
5. He is back already. He \_\_\_\_\_\_ have started very early.
6. Do you remember reading about it in the newspapers? No, I \_\_\_\_\_\_ have been abroad at the time.
7. We had a very good dinner for $3 at a restaurant yesterday. You \_\_\_\_\_\_ have had a very good dinner if you only paid $3.
8. I saw your boss in the theatre yesterday. You \_\_\_\_\_ have seen him; he is still abroad.
9. The letter \_\_\_\_\_\_ have been posted long ago.
10. You \_\_\_\_\_\_\_ have greeted him first.
11. She \_\_\_\_\_\_\_ have made such a mistake.
12. You \_\_\_\_\_\_\_ have left your glasses in the car.
13. Give him a ring. He \_\_\_\_\_\_\_ have arrived by now.
14. They \_\_\_\_\_\_ have followed her advice. Now they regret not to have done so.
15. You \_\_\_\_\_\_\_ have spoken to your employee in such a tone. I am sure, you have hurt him.
16. He \_\_\_\_\_\_ have left without saying good-bye.
17. He \_\_\_\_\_\_ have concealed something from his employer.
18. They \_\_\_\_\_\_\_ have delayed the discussion of the problem.

**Ex.2. Translate into English.**

1. Не може бути, щоб він дав згоду виконати таку кількість роботи за такий короткий термін.
2. Не може бути, щоб вони досі не вирішили цього питання.
3. Зараз вони, можливо, вже закінчили свій дослід.
4. Тобі потрібно було зателефонувати йому вчора; ти знав що він хворий.
5. Звичайно, ти повинна була попередити їх раніше. Чому ти цього не зробила?
6. Його здоров’я покращилося. Він, можливо, кинув палити.
7. Він, можливо, не усвідомив одразу всієї важливості повідомлення.
8. Щось, можливо, затримало його. Він повинен був уже повернутися.
9. Можливо ти не зрозумів її. Вона не хотіла образити тебе.
10. Вони, можливо, не скоротили свої витрати. Ось чому вони зараз є боржниками.
11. В неї, мабуть, не було жодного шансу попередити мене заздалегідь.
12. До цього часу він, можливо, сплатив уже всі борги.

***Grammar Revision***

**GRAMMAR PROGRESS TEST IV (MODAL VERBS)**

**Ex.1. Complete each sentence so that it contains can, must, should, have to, could, may, ought to (including negative forms).**

1. You \_\_\_\_\_ worry about your promotion.
2. You \_\_\_\_\_\_ to come in early tomorrow.
3. He is always buying useless things. He \_\_\_\_\_ make a lot of money.
4. You \_\_\_\_\_\_ realise that the company is in serious trouble.
5. Applications \_\_\_\_\_\_ be sent before 1 September.
6. All managers \_\_\_\_\_\_\_ report to the Director who is responsible for making decisions.
7. You \_\_\_\_\_\_ give up smoking.
8. I think we \_\_\_\_\_\_ pay in advance.
9. You \_\_\_\_\_\_ disturb the manager while he is working.
10. \_\_\_\_\_\_ I use your phone?
11. \_\_\_\_\_\_ I stop work early today?
12. \_\_\_\_\_\_ I pay him tomorrow?
13. Before you travel to Great Britain, you \_\_\_\_\_\_ get a visa.
14. Mary isn’t here. She \_\_\_\_\_\_ be drinking coffee in the canteen.
15. You \_\_\_\_\_\_ record this interview on tape.
16. You \_\_\_\_\_\_ telephone from my office.
17. I \_\_\_\_\_\_\_ buy a fresh newspaper. The boss asked me to get one.
18. She \_\_\_\_\_\_ understand what he was doing.
19. This \_\_\_\_\_\_ be right. He has certainly made a mistake in translation.
20. She \_\_\_\_\_\_ get a rise in salary this month but I am not certain.
21. You \_\_\_\_\_ work better if you want to finish this work on time.
22. Your manager was very kind to me. I \_\_\_\_\_\_ write him a letter of thanks.
23. You \_\_\_\_\_\_ do it now, it can wait till later.
24. He \_\_\_\_\_\_\_ pass a special exam to be a CPA.
25. He \_\_\_\_\_\_ pay in cash because he had left his credit card in the office.

**Ex.2. Complete the sentences with should have …, could have …, may have …, may not have …, needn’t have …, can’t have …, shouldn’t have …,**

1. You \_\_\_\_ been here a week ago.
2. He \_\_\_\_ signed that contract. He was on business trip last week.
3. If she needed money, she \_\_\_\_\_ asked me.
4. “Where is the secretary?” “I don’t know. She \_\_\_\_\_ gone home.”
5. He \_\_\_\_\_\_ got a new job. I’ll phone him tonight.
6. She hasn’t come. But she \_\_\_\_\_ got your message.
7. You \_\_\_\_\_ made that speech in front of an audience; nobody appreciated it.
8. You really \_\_\_\_\_\_ informed your employer of those changes!
9. The delegation \_\_\_\_\_\_ arrived yet.
10. You \_\_\_\_\_ warned him. Why didn’t you?
11. He \_\_\_\_\_ spoken to the Personal Manager. I’ve already spoken to him.
12. You \_\_\_\_\_\_ bought that house.
13. I \_\_\_\_\_ borrowed him money. It was my mistake.
14. He \_\_\_\_\_\_ invested all the money. I am sure he hasn’t.

***Grammar Revision***

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| **Comparison of Adjectives**   * We add –er to one-syllable adjectives to form the comparative and –est to form the superlative   Demand for our computers is **high** in Egypt, **higher** in Turkey but the **highest** demand is in Russia.   * We add –ier and –iest to adjectives ending in –y   wealthy – wealth**ier** – the wealth**iest**   * We add more/less and the most /the least to two or more syllable adjectives   important – **more/less important – the most /least important**   * There are “irregular” comparatives and superlatives   good – better – the best  bad – worse – the worst  far – farther/further – the farthest/furthest  old – elder – the eldest (for family members only)   * We use **than** to compare two or more things   The CD is **more expensive** than the cassette. |

**Ex.1. Divide the adjectives in the box into groups according to how the comparative and the superlative are formed.**

**Ex.2. Use adjectives from the box and write sentences comparing your country and some other countries. Use both comparative and superlative adjectives. Write at least five sentences.**

**Ex.3. Complete these sentences, using the correct form (comparative or superlative) of the adjectives in brackets.**

1. Our profit is (big) than our competitors’.
2. He is (qualified) than the previous accountant.
3. She is much (experienced) than her friends.
4. This device is (cheap) of all.
5. She is (young) in our department.
6. This is one of the (reliable) banks in Ukraine.
7. The situation in the market is getting (difficult).
8. You have got the (small) office.
9. Money has always been the (important) thing.
10. The prices for this product are (high) here.
11. I hear you were having problems last year. Is your business (good) this year?
12. I am so happy. This is (good) news I’ve heard for ages!
13. That hotel was very cheap. I expected it to be much (expensive).
14. If you need any (far) information, please contact our bank.
15. It was (bad) experience in my life.
16. This is (difficult) decision I’ve made for years.
17. The quality of our product is rather high, but we must make it still (high).
18. This company’s products are (expensive) on the market.
19. This supermarket offers (low) prices than any other local supermarket.
20. We were disappointed as the presentation was (successful) than we expected.
21. The banking system of Ukraine is becoming (dependent) on global processes.

**Ex.4. Make up sentences using the present perfect and a superlative adjective.**

*E.g. difficult decision/make*

*It's the most difficult decision I have ever made.*

1. cheap hotel/stay in
2. fast car/drive
3. reasonable boss/work for
4. boring presentation/hear
5. difficult customers/deal with
6. good product/produce
7. bad job/have
8. simple computer program/use
9. reliable bank/deal with
10. profitable contract/make
11. bad mistake/make
12. expensive thing/buy
13. big company/work for
14. long meeting/be to

***Grammar Revision***

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| **Comparison of Adverbs**   * Most comparative and superlative adverbs are made with **more** and **most**   – Can you type **more quickly**?  I am typing the **most quickly**. |
| * Adverbs that have the same form as adjectives (e.g. early, fast, hard, late, long, near, etc.) have comparatives and superlatives with -**er** and –**est**.   – Can you type **faster**?  I am typing **the fastest**. |
| * Irregular forms   well better best  badly worse worst  far farther/further farthest/furtherst  much/many more most  little less least |

**Ex.1. Divide the adverbs in the box into groups according to how the comparative and the superlative are formed:**



**Ex.2. Complete these sentences, using the correct form (comparative or superlative) of the adverbs in brackets.**

1. If you don’t walk (fast), you’ll be late.
2. She works (fast) of all the secretaries in her company.
3. You could do it (well) with my computer.
4. We could have found the proper solution (easily) with your help.
5. My car is very economical, it uses (little) petrol.
6. You are late again. We expected you to be here (early).
7. We’ve got (little) time than we thought.
8. They responded to our call (quickly) than we expected.
9. As far as I know Tom works (hard) of all in the company.
10. You can buy them (cheap) at Brown’s.
11. Can you go out (quietly) next time?
12. You should look through the financial statement (attentively).
13. She resumed her way (slowly).
14. The banks close (early) here than they do in Ukraine.
15. The company did (well) than analysts had been expecting.

***Grammar Revision***

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| **Comparatives: other points**   * We use double comparatives (**…er and ….er, more and more…**) to say that something is changing   The euro is getting **stronger and stronger**.  He is working **more and more slowly**.   * We use **the … the** **…** with comparatives to say that one thing depends on another thing |
| **The earlier** we start, **the sooner** we will finish the project.   * We use **as … as** to say that things are equal or unequal   The euro has become **as** popular **as** the dollar.  This currency is not **as** strong **as** that one. |

**Ex.1. Complete the sentences using as … as.**

1. Your proposal is interesting but mine is more interesting. Your proposal isn’t \_\_\_\_\_\_.
2. You read a lot about the euro but I read more. You didn’t read \_\_\_\_\_\_\_.
3. The last contract was more profitable than this one. This contract isn’t \_\_\_\_\_\_\_.
4. Supermarkets are more convenient than small shops. Small shops aren’t \_\_\_\_\_\_\_.
5. This transaction is less expensive that that one. This transaction isn’t \_\_\_\_\_\_\_.
6. The restaurant was cheaper than we expected. The restaurant wasn’t \_\_\_\_\_\_\_.
7. We have bought less currency than we need. We haven’t bought \_\_\_\_\_\_\_.
8. The financial statement was easier to make than we expected. The financial statement wasn’t \_\_\_\_\_\_\_.
9. Our results are worse than we forecasted. Our results aren’t \_\_\_\_\_\_\_.
10. Their products are reliable but ours are more reliable. Their products aren’t \_\_\_\_\_\_\_\_.

**Ex.2. Complete the sentences using double comparatives (…er and …er, more and more …).**

1. As he waited for his first negotiations, he became … (nervous).
2. It’s becoming … (difficult) for me to make such decisions.
3. Our financial situation is getting … (bad).
4. Hotels are getting … (expensive).
5. Our transactions are becoming … (unprofitable).
6. As the conversation went on, she became … (confused).
7. The queue in the supermarket was getting … (long).
8. Price differences in different countries of the Euro zone are becoming … (obvious).
9. It’s becoming … (hard) to find a job in small towns.
10. My business is getting … (profitable).

**Ex.3. Complete the sentences with expressions from the box. Use the … the.**



1. The … money you earn, the … you waste.
2. The … you improve the quality, the … your business will become.
3. The … he gets, the … he becomes.
4. The … he waited for his boss, the … he became.
5. The … shares you buy, the … profit you make.
6. The … I work in this company, the … I like it.
7. The … the price, the … the quality of the product.
8. The … the car is, the … price is.
9. The … a department store is, the … the choice is.
10. – Are you looking for an expensive flat?

– No, the … the ….

***Grammar Revision***

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| **The Infinitive**   1. The infinitive has the following forms: | | | | | | |
|  | Active Voice | Indefinite | Progressive | Perfect | Perfect Progressive |  |
|  | to ask | to be asking | to have asked | to have been asking |  |
|  | Passive Voice | to be asked | \_\_\_\_\_ | to have been asked | \_\_\_\_\_ |  |
| 1. The infinitive can be used as:  * the subject It was hard **to raise** this question. * the predicative The main problem is **to get** to the office on time. * an object She tried **to speak** calmly. * an attribute There was nothing **to argue about**. * an adverbial modifier I have come **to see** the manager.  1. Some verbs can be followed by object + infinitive.   I’d like **you to pay** now.   1. verbs followed by an object + infinitive with “to”:   advise, allow, ask, expect, forbid, force, get, hate, help, intend, invite, permit, order, prefer, recommend, remind, tell, want, persuade, like, warn, wish, would like, encourage  My boss always encouraged me to work as hard as I could.   1. verbs followed by an object + infinitive without “to”:   let, make, feel, see, hear, watch, notice, have and sometimes know and help  Let me explain the rule. | | | | | | |

**Ex.1. Translate the sentences into Ukrainian and state the form and function of the Infinitive.**

1. She was the last to solve the problem.
2. To do it accurately was the main problem.
3. This is a prestigious company to work in.
4. It was kind of your boss to have offered it to you.
5. Our plan was to finish this work by the end of the month.
6. I was lucky to have been chosen for this job.
7. This is a very good hotel to stay in.
8. There is a lot of work to be done today.
9. She was the first to be given a rise.
10. It’s nice to be working right now.
11. He hopes to be chosen for this position.
12. Our boss doesn’t like to be interrupted while he is working.
13. Do you know him well enough to ask him for some money?
14. I only want to be understood.
15. All the necessary changes may be made any moment.
16. I hope to find a job in accounting.
17. I’m sorry not to have kept my promise.
18. It was a big mistake for them not to keep him as accountant.

**Ex.2. Insert “to” where necessary before the infinitives in brackets.**

1. We made him (do) it all over again.
2. I recommended him (learn) the laws of my country.
3. The boss made the secretary (repeat) the message.
4. They won’t let you (leave) the Customs area till your luggage has been examined.
5. Will you help me (fill in) this application form?
6. Please let us (know) about his decision as soon as possible.
7. I’d like him (accept) this invitation.
8. I don’t want anybody (use) the results of my experiments.
9. He made me (sign) this paper.
10. I saw him (leave) the office.
11. Nobody noticed him (come) in.
12. I don’t want anybody (know) about our plans.
13. She knew him (be) a good marketer.
14. I believe this (be) the only way out.
15. The lawyer advised me (read) the contract carefully.
16. They let us (go out) at the weekends.
17. I saw him (sign) the cheque.
18. They persuaded the bank (finance) the project.

**Ex.3. Translate into English:**

1. Він не хотів, щоб касир перераховував гроші.
2. Всі вважають, що він дуже успішний підприємець.
3. Це змусить менеджерів компанії подумати, як вирішити проблему захисту свого виробника.
4. Це змусило уряд підвищити ціни на імпортні товари.
5. Я сподівався, що ця новина змусить його підвищити тобі заробітну платню.
6. Я не хочу, щоб ви контролювали мою діяльність.
7. Він не сподівався, що це питання розглянуть так швидко.
8. Ніхто не сподівався, що ця перспективна компанія стане банкрутом.
9. Ніхто не знав, що примусило їх змінити їхні плани.
10. Я хочу, щоб ви проглянули цей звіт.
11. Що змусило його зробити цей крок?
12. Дозвольте мені дати вам пораду.
13. Мені б не хотілося, щоб ти так погано думав про нього.
14. Вони не сподівалися, що ми закінчимо цей звіт без їхньої допомоги.

***Grammar Revision***

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| **The Gerund**  1. The gerund has the following forms: | | | | |
|  |  | Active | Passive |  |
|  | Indefinite | writing | being written |  |
|  | Perfect | having written | having been written |  |
| 2. We use the gerund:   * as the subject of a sentence   Exporting will be our main objective next year.   * as the object of a sentence   I’ve always enjoyed reading. | | | | |
| * after certain verbs:   admit, mind, appreciate, avoid, consider, can’t stand, can’t help, delay, enjoy, finish, imagine, involve, postpone, propose, risk, stop, suggest  The manager proposed organizing an exhibition. | | | | |
| * after prepositions   after, before, by, when, while, without  The company launched this product without doing the necessary research. | | | | |
| * after verbs and expressions followed by prepositions:   be interested in, be good at, be fond of, be for/against, be used to, instead of, feel like, think of/about, look forward to, succeed in, approve of, insist on, object to  I’m interested in learning more about this technology.   * after these expressions:   it’s no use, it’s not worth, it’s no good, to have difficulty  It’s no use asking him. He won’t tell the truth. | | | | |

**Ex.1. Put the verbs in brackets into the gerund. Translate the sentences into Ukrainian.**

1. Stop (argue) and start (work).
2. The boss is against (make) any complaints.
3. I am thinking of (retire) and (go) to Ukraine.
4. If he puts his money into that business he risks (lose) everything.
5. If a thing is worth (do) at all it is worth (do) well.
6. He hates (borrow) money.
7. I can’t stand their (waste) so much time.
8. I thanked him for (solve) the problem quickly.
9. I suggest (postpone) the meeting.
10. It’s no good (complain). Nothing can be done.
11. I can’t help (think) about the interview.
12. We avoid (keep) late hours. Our working day begins very early.
13. The secretary admitted (steal) the money.
14. I believe he is capable of (solve) this problem.

**Ex.2. Finish these sentences using a gerund.**

1. My favourite activity is … .
2. He can’t stand … .
3. He is good at … .
4. Some people just can’t help … .
5. We are used to … .
6. I am interested in … .
7. This company is worth … .
8. The customer wants to know who was responsible for … .
9. I feel like … .
10. He admitted … .
11. I am thinking of … .
12. … was the key to the company’s success.
13. It’s no use … .
14. Avoid … .

**Ex.3. Complete these sentences using the gerund form of one of the verbs below.**

1. He is interested in … the shares of this company.
2. It’s no use … over spilt milk.
3. This job involves … our international transactions.
4. We are looking forward to … the new Sales Manager.
5. It isn’t worth … about it.
6. You risk … bad results.
7. As we don’t agree about company policy we avoid … this subject.
8. We don’t mind … overtime, if it helps the company.
9. You mustn’t insist on … him. He doesn’t want it.
10. By delaying we risk … this contract.
11. I can’t imagine not … a computer in my office.
12. He apologized for … this serious mistake.
13. He is very pleased with … the job he wanted.
14. It’s no good … her advice – she never listens.
15. Overstaffing should be solved by … the workforce.

***Grammar Revision***

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| **Infinitive or Gerund?**   1. The infinitive is often used when talking about aims and objectives, and the gerund when the verb is the subject of the sentence.   He made a decision **to start a new life**.  **Learning languages** is my hobby.   1. The infinitive is used after adjectives, adverbs, nouns and pronouns; the gerund is used after prepositions and conjunctions.   I was surprised **to meet** him there.  She is certain **to retire** soon.  He was shocked. He didn’t know **what to do**.  They have a plan **to start** a business.  **After graduating** from the University he set up his business.  He insisted **on restructuring** the company.   1. Some verbs can be followed by either a gerund or an infinitive. begin, can’t bear, continue, hate, like, love, remember, start, stop, try, intend, bother, prefer 2. Some of these verbs change their meanings depending on whether they are used with the gerund or the infinitive   to remember + infinitive = not to forget to do something  to remember + gerund = to remember something done in the past  to regret + infinitive = to be sorry for something you are doing  to regret + gerund = to be sorry because of something that happened in the past    to stop + infinitive = to stop so that you can do it  to stop + gerund = to end an action |

**Ex.1. Divide the verbs in the box into two categories: A-those generally followed by an infinitive, B-those generally followed by a gerund. Some verbs may appear in both categories, depending on their meaning.**



**Ex.2. Choose the correct way of completing each sentence.**

1. Do you remember (to go/going) to the bank last Monday?
2. It’s difficult (to make/making) long-term plans.
3. I remember (to meet/ meeting) your boss at the conference.
4. We’ve made an agreement (to work/working) together.
5. We usually avoid (to discuss/discussing) this subject.
6. You were stupid (to believe/believing) her.
7. He gave up the idea of (to hear/hearing) from his business partner.
8. She has an awful habit of (to interfere/interfering) in other people’s business.
9. This job is not worth (to take, taking).
10. The problem was too difficult (to solve, solving).
11. We are looking forward (to see/seeing) him.
12. I was fined for (to exceed/exceeding) the speed limit.
13. It’s no use (to explain/explaining) him our problem.
14. He couldn’t resist (to go/going) to see his new office.

**Ex.3. Put the verbs in brackets into the correct form (gerund or infinitive).**

1. (Travel) across Europe is much more pleasant than (sit) in the office.
2. I have no intention of (accept) this invitation.
3. He made a lot of money by (trade) in the Stock Exchange.
4. I don’t feel like (work) today.
5. He apologized for (borrow) my computer without (ask) permission.
6. After (discuss) the problem for an hour the committee made a decision.
7. She was the last (leave) the office.
8. We thanked him for (solve) our problem so quickly.
9. I expected the boss (keep) his promise.
10. I wish (see) the senior manager.
11. He expects me (lend) him some money but I have no intention of (do) it.
12. He used (work) more efficiently when he was younger.
13. On (hear) the news he got very angry.
14. She avoided (speak) to the secretary.
15. A really prestigious job is worth (look) for.

**Ex.4. Translate into English using a gerund or infinitive.**

1. Мені прикро, що я запізнився.
2. Вона заперечувала, що вкрала гроші.
3. Всі знають, що наш бос дуже прогресивна людина.
4. Чи можу я покластися на те, що ви владнаєте цю справу?
5. Важко сказати, що він мав на увазі.
6. Я не розумію, чому він ухиляється від розмови про це.
7. Я з нетерпінням очікував на інтерв’ю.
8. Пізно сперечатися про це. Вже нічого не можна змінити.
9. Я пам’ятаю, що зустрічав його в вашому відділі.
10. Я не ризикнув запропонувати йому цю роботу.
11. Я наголошував на тому, щоб поговорити з президентом компанії.
12. Вашому босу не легко догодити.
13. Він зацікавився працівником, який відповідає за складання фінансових звітів на фірмі.
14. Єдине, що вам потрібно зробити – це скласти бізнес-план.
15. Я пам’ятаю, що бачив цю рекламу в газеті.

***Grammar Revision***

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| **The Participle**  1. **The participle has the following forms:** | | | | |
|  |  | Active | Passive |  |
|  | Present (Participle I) | writing | being written |  |
|  | Perfect (Participle I) | having written | having been written |  |
|  | Past (Participle II) | \_\_\_\_ | written |  |
| 2. Participles can be used like:  **a) verb forms**. Participles are used with the auxiliary verbs “be” and “have” to make progressive, perfect and passive verb forms.  He **was answering** questions when I came in.  He **has forgotten** my name.  You’ll **be informed** soon.  **b) adjectives**  Your offer seems exciting. The office window is broken.  **c) adverbs**  The secretary ran screaming out of the house.  **d) clauses**  **Having spent all his money**, he asked father to help him.  **Being** unable to help, we gave him some money.  3. The structure **object + participle (clause)** is used after verbs of sensation (e.g. see, hear, feel, watch, notice, smell) and some other verbs (e.g. find, get, have, make)  I **saw your secretary sending** a fax to our business partner.  I **found him speaking to** a customer.  You ought **to get your car repaired**. | | | | |

**Ex.1. Insert Participle I of the verbs in brackets.**

1. We spent about an hour (take) our papers to the office.
2. Generally (speak), this problem is rather difficult.
3. (Work) a year in Germany he returned to Ukraine.
4. He sat in his arm-chair (smoke) a cigarette.
5. Our new manager is a young man (wear) glasses.
6. The Japanese businessman bowed low and (take) my hand kissed it.
7. (Say) this, he left the room.
8. (Be) busy, he postponed his trip to Italy.
9. I stood (watch) the people who were entering the office.
10. He went to work, (leave) the letter on the dressing-table.
11. The conference (take) place at the university is devoted to the problems of green tourism.
12. While (wait) for you I have translated this article.

**Ex.2. Insert Participle II of the verbs in brackets.**

1. She entered the room (accompany) by her superiors.
2. My boss looked (worry).
3. The letter will lose its importance if (not deliver) immediately.
4. (Press) for time, he couldn’t even phone his wife.
5. She will certainly help if (ask).
6. When (invite) he always takes part in our discussions.
7. The problems (discuss) were of great importance.
8. Those (interview) will start training next week.
9. The (lose) document was found.
10. The secretary didn’t even look at me as though too (occupy) with what she was writing.
11. I am going to have my car (repair) next week.
12. In Turkey your coat should be (button) when you are with superiors.
13. Don’t expect (write) contracts in most Moslem countries.

**Ex.3. Insert Participle I or Participle II of the verbs in brackets.**

1. When (pay) by cheque, you must show a bank card.
2. (Know) that he was in trouble, I offered to help him.
3. (Find) nobody in the office, I left.
4. (Write) in very bad handwriting, the message was difficult to read.
5. Time (permit), we shall stay for a few days in London.
6. The solution (adopt) was welcomed by our manager.
7. All things (consider), there is little hope of his arrival.
8. I was driving a car (lend) me by my close friend.
9. The necessary sum of money (save up), I could buy a new computer.
10. We found her (work) in the office.
11. I heard them (argue) again.
12. (Hope) to find the lost letter, he searched everywhere.
13. (Think) he had made a mistake somewhere, the accountant went through his calculations again.
14. When (ask) to help them she refused without hesitating.

***Grammar Revision***

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| **Countable and Uncountable Nouns**   1. Countable nouns are those that have both a plural and singular forms: things/persons that we can count. They are used with words such as the, a, several, many, (a) few and numbers.   e.g. a computer, two computers |
| 1. Uncountable nouns have only one form. This may be grammatically **singular**:   e.g. advice, information, equipment, traffic, progress, work, trouble, furniture, news, money, cash, knowledge, luck, fun, accommodation, expertise, feedback, hardware, leisure, weather, bread, behaviour; or grammatically **plural**:  e.g. personnel, police |
| 1. Uncountable nouns cannot take the indefinite article (a/an), they are used with words such as **some, much, (a) little**. You can’t use numbers with them. |
| 1. Some nouns can have both plural and singular verb forms   e.g. team, public, government, committee, group, media, staff |
| 1. Some nouns are countable with one meaning and uncountable with another meaning.   e.g. That conversation took too much **time**.  How many **times** have I heard that? |

**Ex.1. Identify the countable and uncountable nouns in the list below:**

money, economics, cheque, profit, production, product, progress, furniture, news, information, desktop, hardware, hacker, user, luggage, advice, business, virus, bug, equipment, feedback, personnel, bond, job.

**Ex.2. Make sentences using the prompts below.**

1. Some people /be/always/late.
2. This new equipment/be/expensive.
3. The police/be looking for/the stolen/computer?
4. His/advice/be/useful?
5. The information/you/need/be/in the computer.
6. The personnel/be/pleased/with/the new/ equipment?
7. The board/discuss/the financial/statement/yet?
8. Where/be/the money/that/you/borrowed/yesterday?
9. The weather/be/really/good/today.
10. Hardware/be/the actual/machinery/of/a computer.
11. All/the luggage/be/here/in the office?
12. Philips’ headquarters/be/in Eindhoven/the Netherlands.

**Ex.3. Complete the sentences below by choosing the correct alternative of the two given in brackets.**

1. The letter contained very … useful information. (few/little)
2. He has got so … money that everyone envies him. (much/many)
3. … prices rose during the second half of month. (most/less)
4. The speaker was given very … time. (few/little)
5. We had to learn … information. (much/many)
6. This new encyclopedia contains … knowledge. (much/many)
7. You’ve heard so … news that you know everything about this event. (many/much)
8. She’s made … progress this year. (many/much)
9. We have … time before the end of the meeting. (few/little)
10. How … times have you seen this film? (much/many)
11. How … money have you got? (many/much)
12. We need … data before we make a final decision. (much/many)

***Grammar Revision***

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| **Either … or; both … and; neither … nor**  a)   1. We use **either** … **or** to talk about a choice between two possibilities.   Either you or I can phone him.   1. We use **both … and** to join two ideas.   She speaks both English and German.   1. We use **neither … nor** to join two negative ideas.   He speaks neither French nor Spanish. |
| b)   1. We use **either** alone to mean “I don’t mind which one.”   “Do you want to go to the cinema or to the theatre?” “Either”   1. We use **neither** alone to mean “not one or the other”   “Are we going to the theatre or to the cinema?”  “Neither. We are going to the museum.”   1. We use **both** alone to mean “one and the other.”   “Do you like jazz or country music?” “ I like both.” |

**Ex.1. Complete these sentences with both … and, either … or and neither … nor.**

1. Where would you like to go? We can go … to the theatre … to the museum.
2. She promised to contact me but she … phoned … wrote.
3. These companies … sell … rent cars.
4. The pages of the Web are … attractive … interesting.
5. … the Internet … the Intranet use the same technology.
6. The information was … useful … interesting.
7. … we … he was tired.
8. He wants to be … a banker … an accountant.
9. This car is … expensive … uncomfortable.
10. She owns … a house … a car.
11. It is … more economical … quicker to use my computer.
12. She has … a pleasant personality … the right qualifications for this job.
13. I am very busy … this week … next week.
14. I can go … by car … by train.
15. I trust … the lawyer … his partner.

**Ex.2. Complete these sentences with either, neither, both.**

1. … of the candidates deserved promotion.
2. Is … of you interested in this information.
3. … job was suitable for him.
4. … of the proposals was interesting.
5. … computers are very good.
6. Can … of you surf the Net during working hours?
7. … of my partners is Ukrainian.
8. … cars are very reliable. I don’t know which one to buy.
9. … of the investments are attractive.
10. … friends worked very hard and now they have their own business.
11. I can accept … proposal.
12. … of them worked very efficiently.
13. … plan is acceptible.
14. We can follow … route to go there.
15. Cheque or credit card – you can use ….

**Ex.3. Translate into English.**

1. Ні він, ні його діловий партнер не прийшли на засідання Ради Директорів.
2. Як я, так і мій друг зробили все можливе, щоб допомогти йому вирішити цю проблему.
3. Чи я, чи мій секретар зателефонуємо вам.
4. Він був такий знервований, що не міг ні працювати, ні відпочивати.
5. Або ви зміните свої плани, або ми залишимось вдома.
6. Ні він сам, ні його діти не вміли скористатися нагодою.
7. Як я, так і мої друзі широко користуємося Інтернетом.
8. Або ви будете змушені купити комп’ютер, або ви не зможете виконати цю роботу.
9. Не хвилюйтесь, або я або мій друг зустрінемо вашого партнера по бізнесу.
10. Ні він, ні його колеги не змогли реалізувати цей проект.

***Grammar Revision***

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| **Possession**  1.  a) We use **’s** or **s’** to indicate possession with the following nouns:   * human nouns   Tom’s report; Tom and Mary’s report   * animal nouns   the lion’s share   * time nouns   tomorrow’s meeting   * location nouns   Ukraine’s largest city   * organization nouns (= a group of people)   the company’s success |
| b) We add **’s** to singular nouns  Mary’s brother   * We add ’only to plural nouns ending in –s   my parents’ shares   * If a plural noun doesn’t end in –s, we use **’s**   the children’s books |
| 2. We normally use … **of** … with things  the beginning of the report. |

**Ex.1. Join two nouns using either ‘s or … of …**

1. the newspaper/yesterday
2. the president/the company
3. the results/the negotiations
4. the financial policy/the company
5. the office/the accountant
6. the financial statement/the beginning
7. the financial results/last year
8. the decision/the Board of Directors
9. the shares/the company
10. the new car/Lucy
11. the E-mail address/John
12. the walk/five minutes
13. the social policy/the government
14. the name/the user
15. the failure/the company
16. the firm/my aunt and uncle

**Ex.2. Translate into English using possessive forms of nouns.**

Повідомлення ділового партнера; вибори нового президента компанії; капітал акціонерів; електронна адреса нашої компанії; рішення Ради Директорів; абонентська поштова скринька; успіх компанії; заробітна платня працівника; прибуток компанії; борги підприємства; обов’язки керівництва; права споживача; цінні папери біржового маклера; аудиторський звіт, офіс кeрівника компанії.

**Ex.3. Decide if each of the phrases is correct, and if it is not, correct it.**

1. Have you bought today’s newspaper?
2. Tomorrow conference has been cancelled.
3. My office is about ten minutes drive from my house.
4. Ukraine imports have fallen lately.
5. The personal manager’s assistant looks through all the application forms.
6. Those are two friends’ of my boss.
7. Is that E-mail address yours or your friends?
8. This company is the country top suppliers of software.
9. This radio station will be broadcasting our Managing Director speech at 2 p.m.
10. The employees’ salaries will be increased twice.
11. A shareholders’ meeting will be the last this fiscal year.
12. The manager reaction was unexpected.

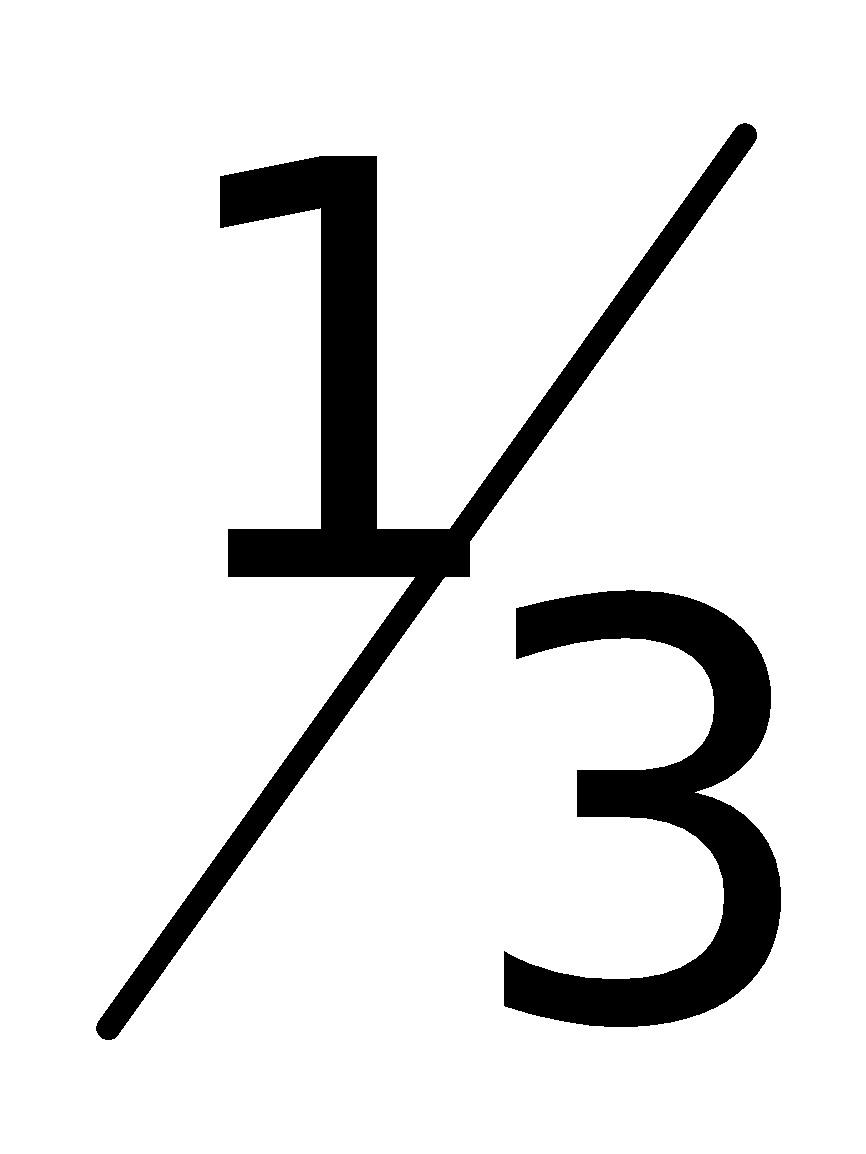
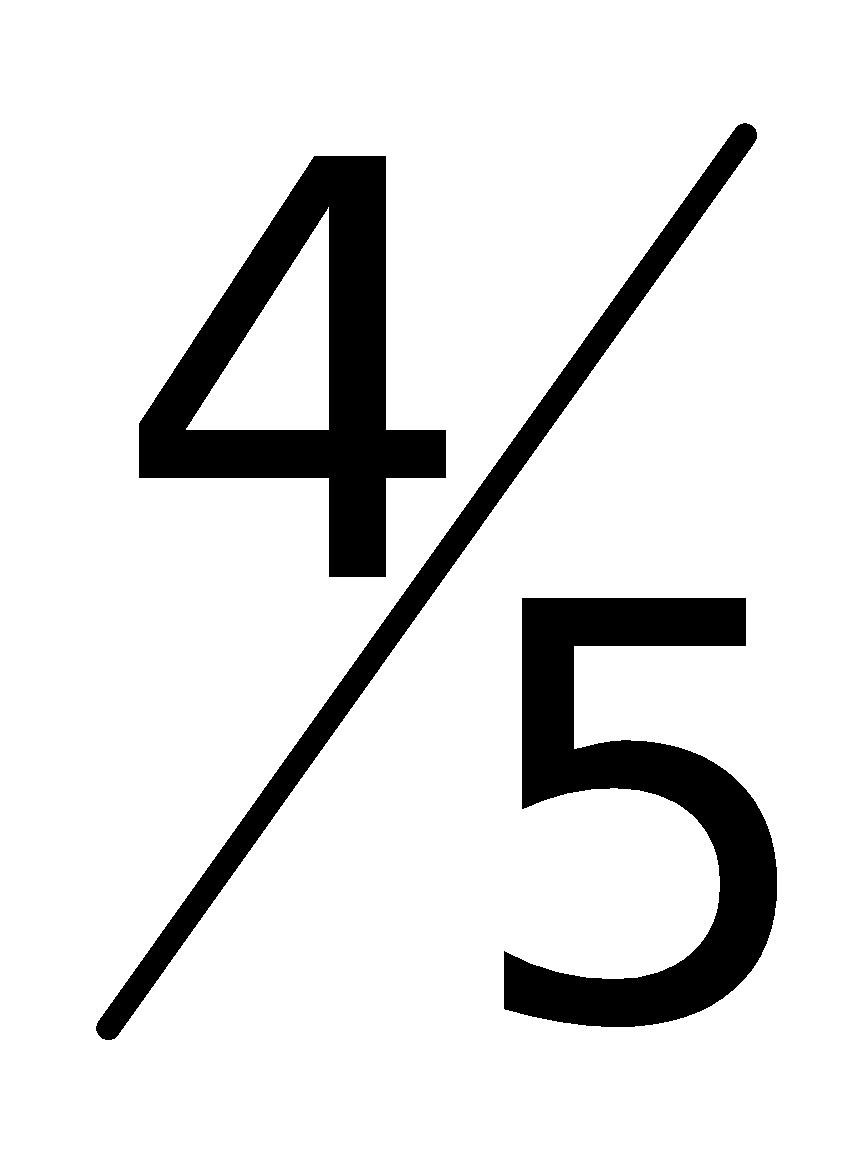
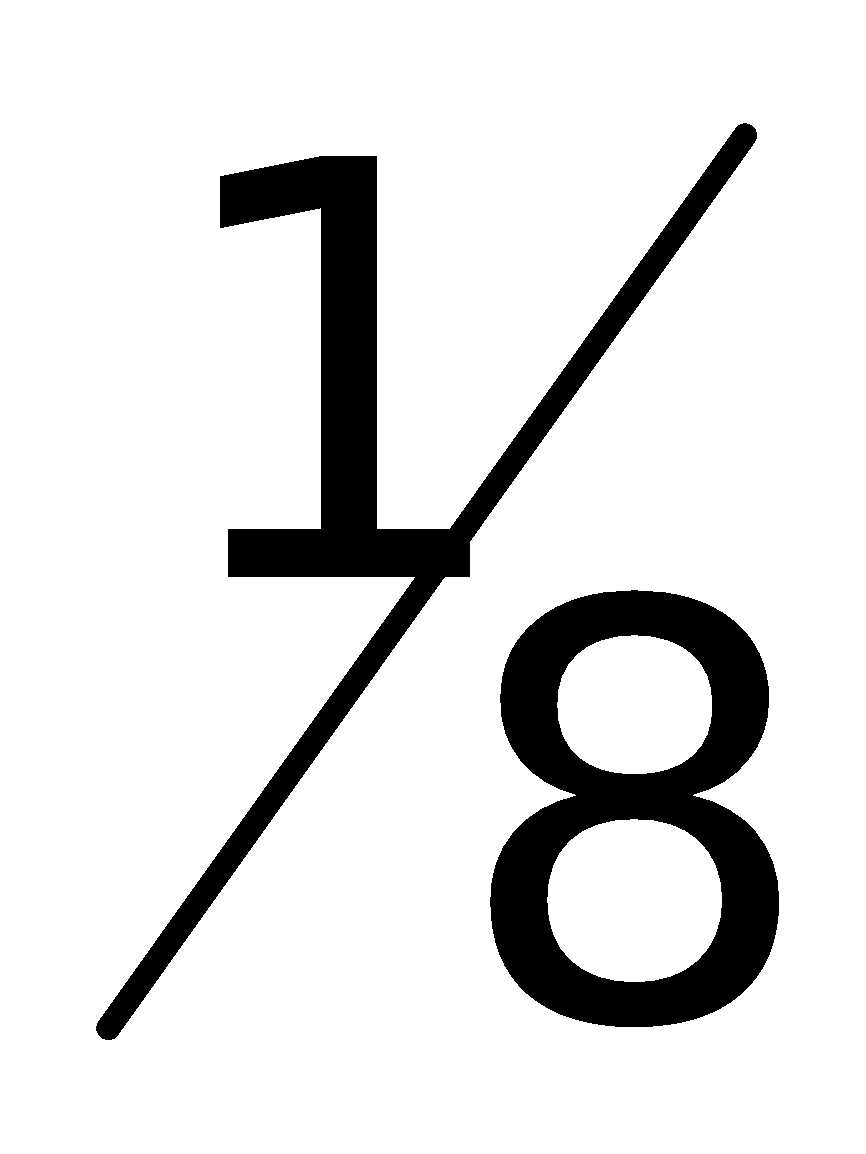
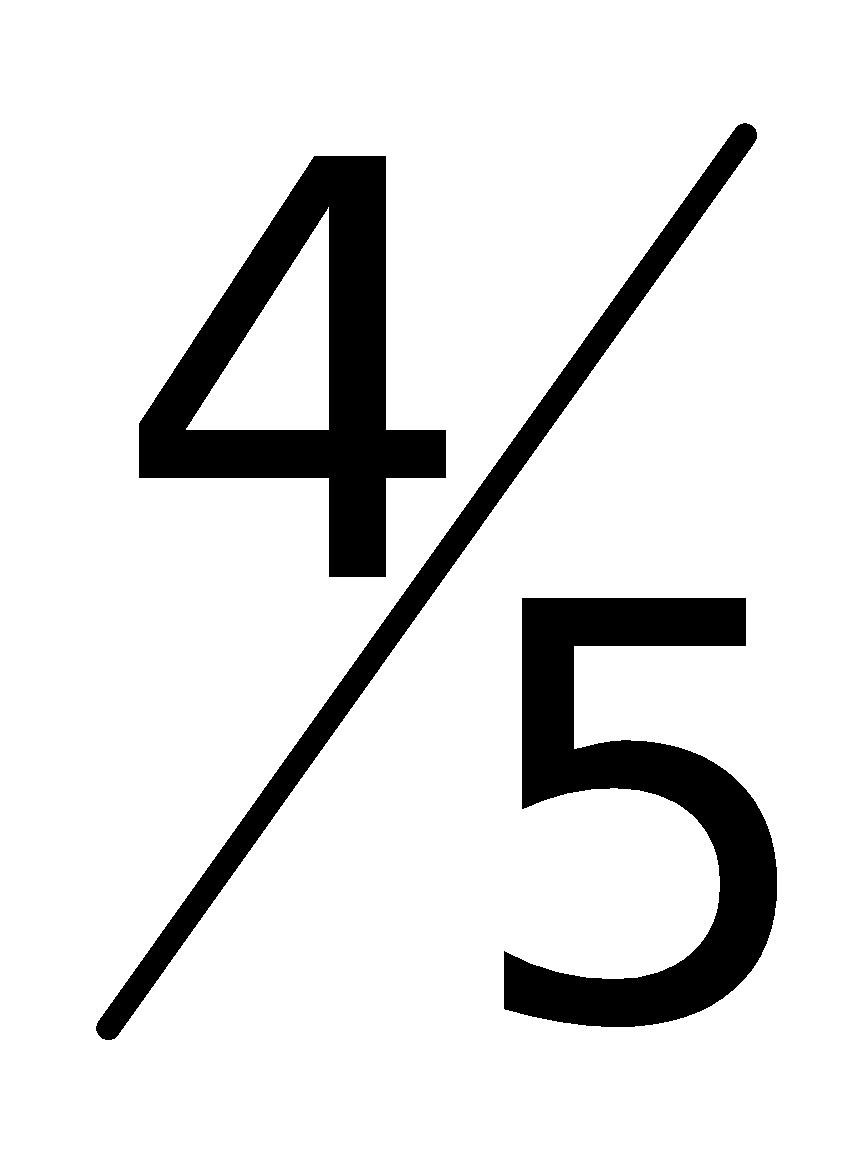
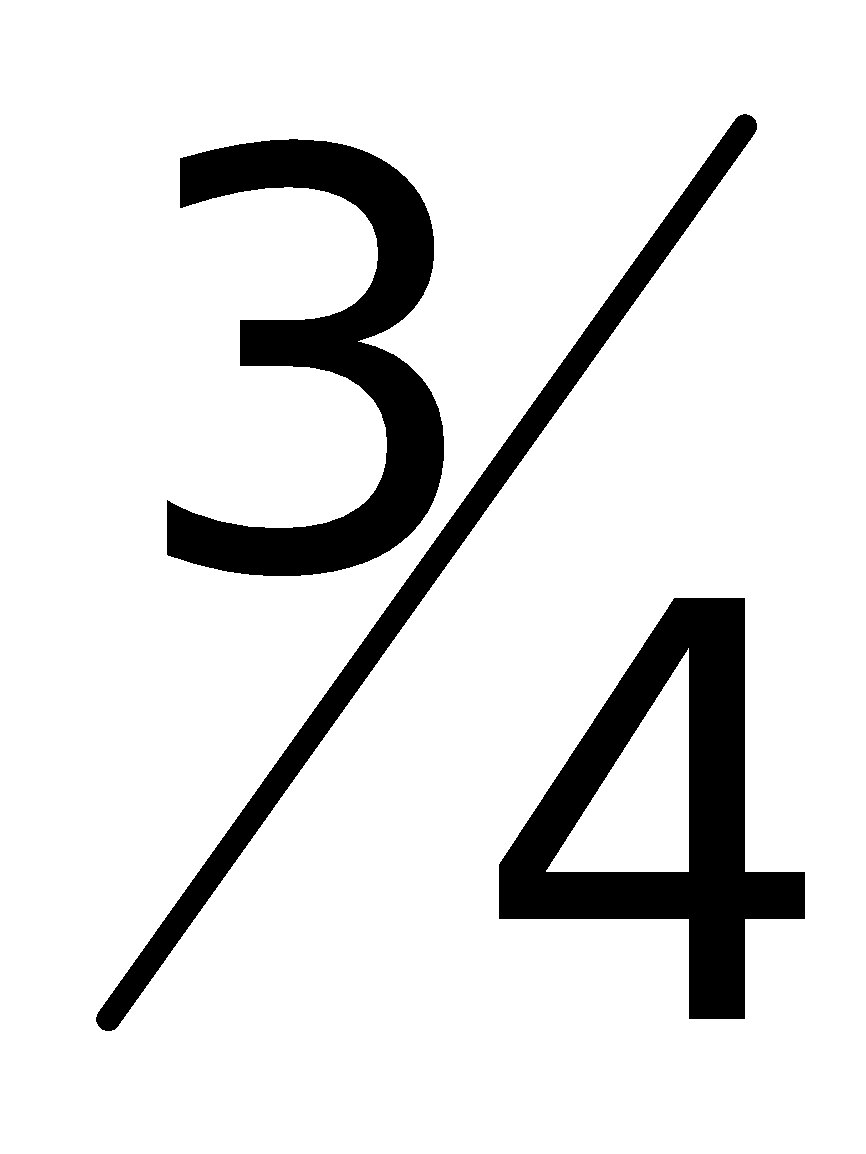
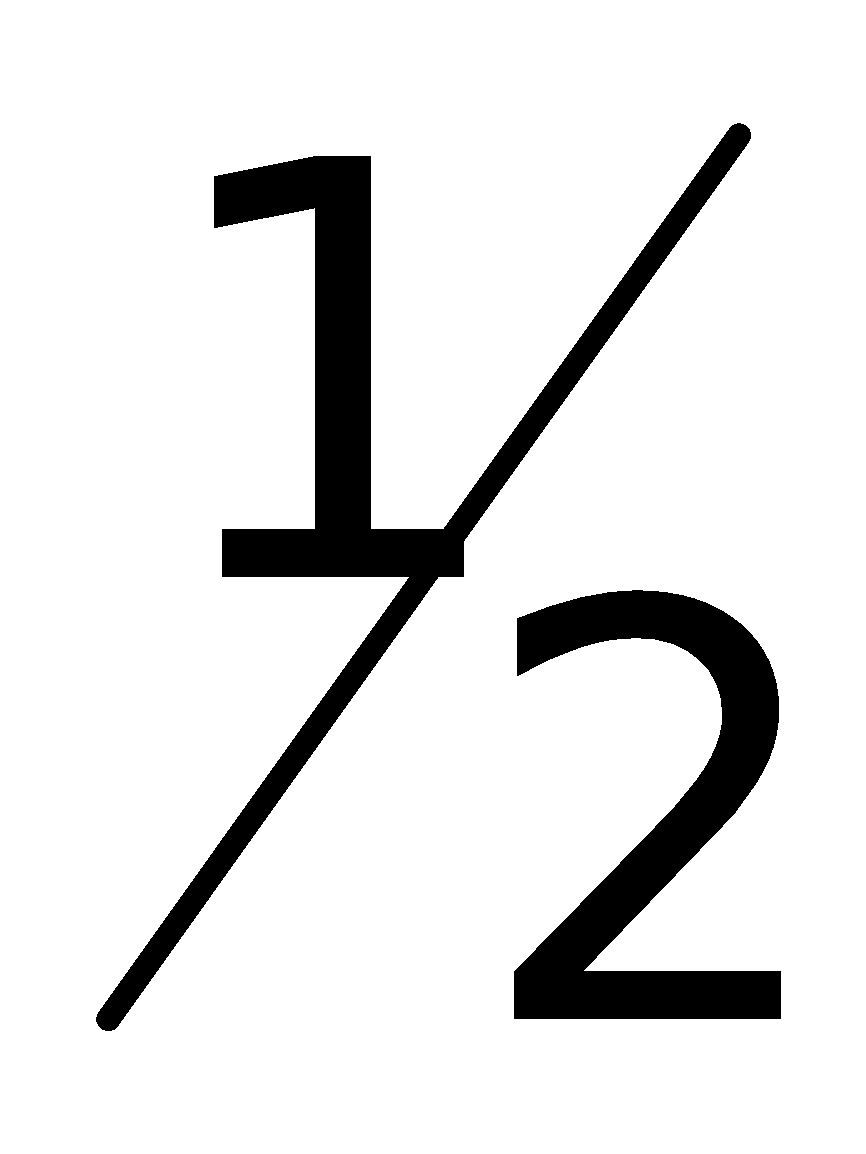
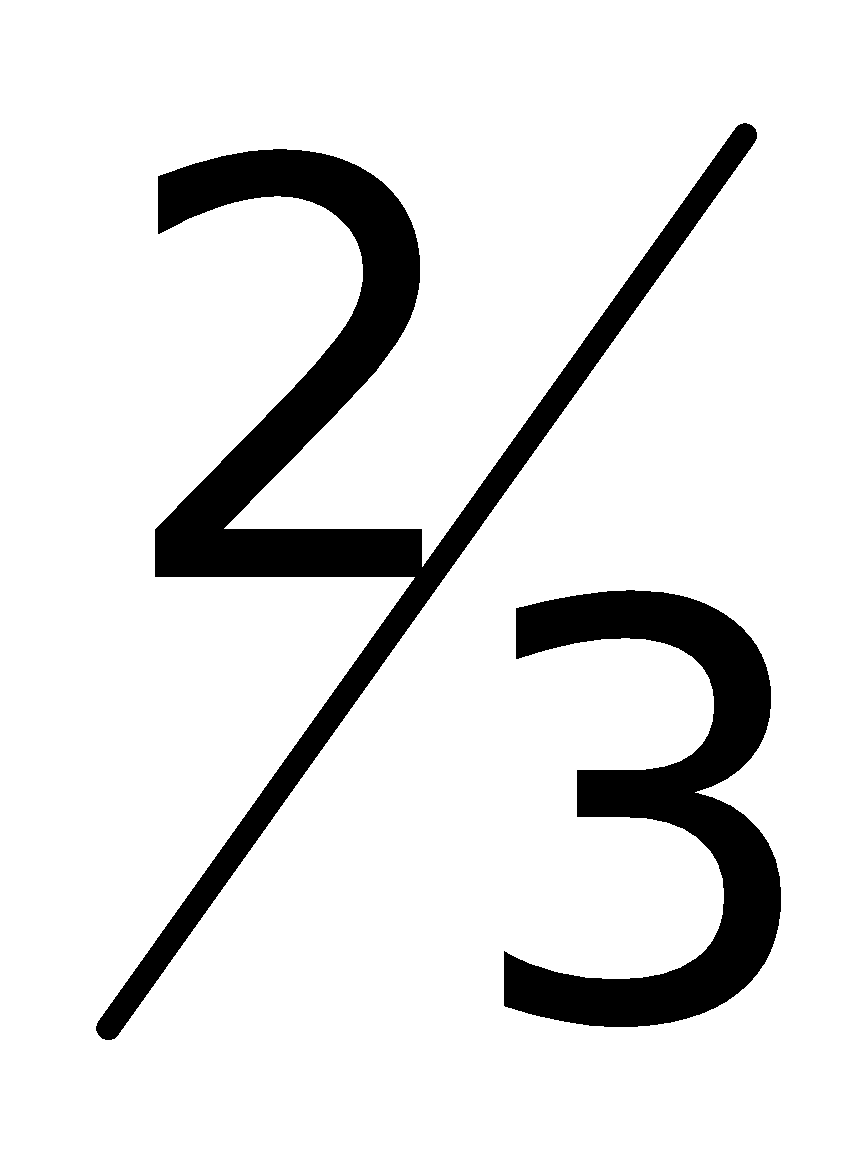
**Ex.4. In a department store you often see signs like “Men’s Shoes” or “Children’s Toys”. Think of some other things that are just for men, women, children, etc.**

**Ex.5. Look through a newspaper article and underline possessive forms of nouns.**

***Grammar Revision***

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| **Numbers**  **(fractions, decimals, percentages)**   1. Most **fractions** are expressed using ordinal numbers   a third (), a fifth (), a seventh (), five eighths ()  But there are some exceptions:  a half (½), a quarter (¼), three quarters (¾), two and a half (2½), four and three quarters (4¾)   1. A full point is used when writing **decimals**:   0.5 (zero point five), 1.5 (one point five):  233 (two point three three); 4.75 (four point seven five); 5.07 (five point oh seven)   1. **Percentages**   50 % (fifty percent); 0,25 % (a quarter of one percent); 2½ % (two and a half percent); 6.25% (six point two five percent)   1. Numbers are singular   Four thousand; three hundred, two million   1. When a noun following a number is used adjectively, it has no –s plural.   It was **a four-year** contract. |

**Ex.1. Write the numbers as words:**

; 4.25; ; 0.25; 3.2; ; 0.75; 2; 2.05; 5; 6.85; 1; 13.62; ; 0.43; 0.125; 60.17.

**Ex.2. Speak about interest rates. The National Bank of Ukraine has raised interest rates by:**

0.5%; 0.3%; 0.25%; 0.15%; 0.4%; 0.2%; 0.32%; 0.44%; 0.17%; 0.21%; 0.08%.

**Ex.3. Remember the words which are used to give approximations when we are speaking about amount:**

***approximately, about, roughly, around***

Speak about the approximate percentage of total leisure time devoted to various activities by 20-30 year olds in Ukraine (sports; visiting bars; televisions; computer games; reading; tourism; visiting discos; social activities; hobbies; walking; other activities).

**Ex.4. Finish each of these sentences so that it means the same as the sentence printed before it.**

1. The interview lasted two hours. It was \_\_\_\_\_\_\_\_\_\_ .
2. I had to pay a parking fine of five euros. It was \_\_\_\_\_\_\_\_\_\_.
3. My employment contract is for five years. This is \_\_\_\_\_\_\_\_\_\_.
4. Our new manager is 32 years old. He is \_\_\_\_\_\_\_\_\_.
5. He received a bank note for $ 100. It was \_\_\_\_\_\_\_\_\_\_.
6. His business trip will last ten days. It will be \_\_\_\_\_\_\_\_\_\_.
7. His advanced course in English lasted three months. It was \_\_\_\_\_\_\_\_\_.
8. The flight from Kyiv to Vienna took approximately two hours. It was \_\_\_\_\_\_\_\_\_\_.
9. Her new house cost $ 50,000. It was \_\_\_\_\_\_\_\_\_.
10. She offered the driver a note of ten pounds. It was \_\_\_\_\_\_\_\_\_.